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ABSTRACT

Updated information for 1983 on 50 member associations of the Council on Postsecondary Accreditation (COPA) is presented, including the address and phone number and the names of the executive director and president. Additionally, for each association, information is provided on the postsecondary accrediting body, recognition status, scope of accreditation, number of accredited programs, membership, eligibility requirements for application, accreditation and professional membership, accreditation and licensure, accreditation standards and guidelines, accreditation classifications, adverse accreditation actions/decisions, the accrediting process, procedures required of applicant institutions, procedures required of accredited institutions/programs, and fees and dues. Four national institutional accrediting bodies and nine regional bodies are profiled, along with 37 specialized accrediting bodies. (SW)

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A Guide to COPA Recognized Accrediting Associations

-1983-

The Council on Postsecondary Accreditation

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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An annual installment of updated information on COPA member associations

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NATIONAL INSTITUTIONAL ACCREDITING BODIES

AMERICAN ASSOCIATION OF BIBLE COLLEGES

P.O. BOX 1523
130 F NORTH COLLEGE STREET
FAYETTEVILLE, ARKANSAS 72701
TELEPHONE: 501-521-8164

Executive Director
Randall Bell
President
Robert Benton, President
Grace College of The Bible
Omaha, Nebraska

The American Association of Bible Colleges was established in 1947 as the Accrediting Association of Bible Institutes and Bible Colleges. The present title was adopted in 1974.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON ACCREDITING
Executive Director
Randall Bell
Chairperson
Paul McReynolds, Pacific Christian College
Fullerton, California

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to professional or special-purpose colleges commonly known as Bible Colleges; programs within these institutions may vary from two to five years in length; geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED INSTITUTIONS: 79 accredited institutions; 17 candidate institutions; 31 applicant institutions.

MEMBERSHIP: The Accrediting Commission consists of:
9 members from accredited institutions
1 public member

Members are appointed by the AABC Board of Directors on the basis of their competence as evaluators, seasoned judgment, and professional reputation. The public representative cannot be an educator in, or member of, the profession for which students are prepared. Term of membership is three years, with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: An educational institution should attain a satisfactory degree of stability before it applies for accreditation. Evidence of stability may be ascertained by the following criteria:

(1) Adherence to goals and philosophy of Bible college education.
(2) Length of continuous operation (ordinarily five years of continuous operation as a day school is considered a minimum).
(3) Experience in a given educational program.
(4) Continuity of leadership.
(5) Reasonably low faculty turnover.
(6) Expectation of a reasonable regularity of acceleration in the number of enrollments.
(7) Adequate number of enrollments (usually several hundred).
(8) Sound financial management.
(9) Strong cooperating and supporting groups such as denominations and alumni.
(10) Capacity for growth and development.

ACCREDITATION STANDARDS AND GUIDELINES: "Criteria of Accreditation" in the AABC Manual, 1977.

ACCREDITATION CLASSIFICATIONS: Applicant Status: A pre-membership category for schools which are working toward membership. Granted to schools which demonstrate qualities which may provide a basis for membership within a reasonable length of time. Maximum term is three years.
Candidate for Accreditation - Granted to schools which present evidence of: (1) academic and financial integrity; (2) valid educational service; and (3) conformity to the spirit and purposes of accreditation. Schools should show promise of achieving accreditation within a reasonable length of time. Maximum term is three years, with a possible two year extension for cause.
Accredited Membership - Granted to institutions which meet or exceed minimum standards of the Association. Maximum term is ten years.
Limited Accreditation - Accreditation is limited to permit the institution to implement recommendations. Maximum term is three years.
Probationary Status - Provides the opportunity for the institution to implement recommendations. Term is specified by the commission.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: The commission may, after full deliberation and according to due process, defer or deny an institution's application for candidate or accredited status. Applications which are denied may not normally be resubmitted within a one-year period. The commission may serve notice of probation upon an institution which fails to maintain accreditation standards.

THE ACCREDITING PROCESS:
(1) An institutional self-study, prepared according to a prescribed format, is required.
(2) An evaluation team visit follows the submission of the self-study. The team consists of approximately five members appointed by the commission's staff. The visit is two to three days in length. Expenses of the visit are billed directly to the institution and average approximately $200 per team member.
(3) The evaluation team report is issued to the institution as quickly as possible after the visit has been conducted.
(4) The college administration is encouraged to respond to the report and its recommendations prior to its consideration by the commission.

(5) The team report is considered by the commission and action is taken at its regular meeting. The college president (and others he may choose to accompany him) is requested to meet with the commission during the session when the school's request is considered. This is true of consideration for both candidate and accreditation statuses.
(6) The institution is notified of the accreditation decision approximately six months following the team visit.

PROCEDURES REQUIRED OF APPLICANT INSTITUTIONS: Applicant institutions are required to:
(1) Work with a consultant appointed by the commission.
(2) Conduct a self-evaluation program and submit a self-study report.

PROCEDURES REQUIRED OF CANDIDATE INSTITUTIONS: Candidate institutions are required to:
(1) Work with a consultant appointed by the commission.
(2) Submit annual reports in response to commission recommendations, along with annual statistical reports, to the association office.

(3) Conduct a self-evaluation program and submit a self-study report.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: Accredited institutions are required to submit annual reports on forms provided by the association. Self-evaluation and reevaluations by visiting teams are requested by the commission: (1) approximately every ten years after accreditation is granted; (2) when on the basis of annual reports of substantive changes it is decided that a reevaluation is advisable.

DUES AND FEES: AABC is funded primarily through annual assessments from its institutions.
Accredited member schools are assessed a minimum of $500, plus increments of $10 for each $50,000 above $100,000 annual income.
Candidates for Accreditation are charged a basic amount of $450, plus increments of $10 for each $50,000 above $100,000 annual income. The cost for annual consultations should also be considered in the school's budget.
Applicant schools pay $250 annually. It is recommended that applicant schools budget this amount plus the cost of consultative visits- a total of $500 per year.
The fee for an evaluation team is $500, plus expenses of evaluators.
A consultation costs $200 plus travel expenses. A number of consultations are usually conducted during a single itinerary, with schools paying a proportionate share in travel expenses.
All assessments, fees, and travel expenses are billed from the association office.

ASSOCIATION OF INDEPENDENT COLLEGES
AND SCHOOLS

1730 M STREET, N.W.
WASHINGTON, D.C.. 20036
TELEPHONE: 202-659-2460

President
  Stephen B. Friedheim
Chairman of the Board (1982)
  John A. Yena
  Johnson & Wales College, Providence, Rhode Island

The Association of Independent Colleges and Schools was established in 1952. Its predecessor associations date back to 1865.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON ACCREDITING
Executive Director
  James M. Phillips
Chairman
  Howard S. Steed
  Chairman of the Board, Steed College, Johnson City, Tennessee

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a recognized national institutional accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to private business schools, junior colleges of business, and senior colleges of business. Geographic scope presently includes but is not limited to the United States and territories, Cayman Islands, and Costa Rica.

NUMBER OF ACCREDITED INSTITUTIONS: 549 (with 141 branches)

MEMBERSHIP: The Accrediting Commission consists of:

10 members from accredited institutions
 4 public members

Commissioners are elected by the total membership of the association. Public members are appointed by the board of directors of the association. Membership term is three years with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible for consideration for accreditation, an institution must satisfy the following requirements:

(1) The institution should be predominantly organized to train students for business careers.
(2) The institution ordinarily should have in operation at least one residence program of instruction of not less than one academic year in length, and have graduated at least one class.

(3) The educational program is on the postsecondary or collegiate level.
(4) Education is the principal activity of the institution.
(5) The principal program of the institution shall be a residence program.
(6) The institution has been established for at least two years.
(7) A separate non-main campus facility having additional or different objectives may be accredited by the commission upon proper application and evaluation, provided that (except for the difference in objectives and implementation thereof) the non-main entity is accreditable within the framework and spirit of the Criteria of the commission, and the institution is predominantly organized for the purpose of training for business careers.
(8) An institution operated as a unit in an organization consisting of two or more schools or colleges shall maintain a separate teaching staff and class schedule.
(9) The institution shall be legally organized and authorized to conduct its program under the laws of its own state and community. Where state laws are silent, the institution shall conform to accepted organization and practices for comparable institutions in the area.
(10) The evaluation of the institution must be specifically authorized by the chief executive officer of the institution.
(11) The enrollment in the institution must be sufficient to support regularly scheduled and conducted class and laboratory work and to insure reasonable standards of instruction.
(12) The institution or its ownership entity must be organized as a corporation.

ACCREDITATION STANDARDS AND GUIDELINES: Accreditation Standards: Policies, Procedures, and Criteria, August, 1980, with supplement.

ACCREDITATION CLASSIFICATIONS:
(1) Accreditation (Initial grant or new grant following periodic re-evaluation)- Maximum term is six years.
(2) Candidate for a different status- not preaccreditation status, only for already accredited institutions applying for a different level of recognition, e.g., school to junior college, junior college to senior college.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: When measured against the Criteria, an institution, in the opinion of the commission may be found wanting. The gravity of the deficiency determines whether or not the judgment of the commission may result in one of the following negative actions.
(1) To withhold accreditation from an initial applicant or re-applicant institution. This is accomplished either by deferral or denial. A deferral is not a final decision and is not ordinarily appealable. It is interlocutory in nature to provide further guidance to the institution whereby deficiencies might be cured. Denial is a final decision, and the institution is entitled to an opportunity to present its case in a fair and impartial hearing before the commission at its next regularly scheduled meeting.
(2) To censure may be justified for failure to comply with the standards. It is also warranted when it is determined that the institution, though not currently in violation of the standards, has in the past been guilty of serious deviation. An institution subject to a judgment of censure is entitled to notice, hearing, and counsel. A judgment of censure may be appealed to the Review Board.

(3) To withdraw accreditation from an institution either by suspension or revocation. A Review Board for Appeals, comprised of five persons appointed by the commission, is empowered to review negative actions/decisions to withdraw accreditation by the commission.

THE ACCREDITING PROCESS:

(1) An institution seeking initial accreditation, re-classification, or re-affirmation of accreditation is required to complete a self-evaluation.
(2) Upon completion of the self-evaluation, an on-site evaluation is made by a team appointed by the commission. The team normally consists of two members for business schools; three members for junior colleges of business; and four members for senior colleges of business. The length of the visit is usually one day for business schools, two days for junior colleges, and three days for senior colleges. The expenses of the visit are billed directly to the institution.
(3) A written report is forwarded to the institutional chief executive with comments on the institution's strengths and weaknesses. The chief executive is invited to comment on the report and to file supplemental materials pertinent to the report's facts and conclusions.
(4) The report is considered by: (a) a recommendation team appointed by the chairman of the commission; (b) the appropriate council; and, finally, (c) the entire commission.
(5) Notification of the accreditation decision is forwarded to the institutional chief executive within a month following consideration by the Commission which meets three times per year.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS:

(1) The institution is required to notify the commission of any substantial or significant changes in facilities, faculty, financial stability, management, ownership control, educational programs, new or additional geographic locations, and other material factors which affect the governance or operation of the institution.
(2) The institution is required to file with the commission complete information about new courses or programs.
(3) The institution is required to file an annual statistical report and such special reports as may be required by the commission.

TOTAL EDUCATIONAL INCOME			ANNUAL FEE
	less than $	50,000	$ 500
50,000	but less than	100,000	1,000
100,000	but less than	150,000	1,400
150,000	but less than	200,000	1,700
200,000	but less than	250,000	1,800
250,000	but less than	300,000	1,900
300,000	but less than	350,000	2,000
350,000	but less than	400,000	2,050
400,000	but less than	450,000	2,100
450,000	but less than	500,000	2,150
500,000	but less than	550,000	2,200
550,000	but less than	600,000	2,250
600,000	but less than	650,000	2,300
650,000	but less than	700,000	2,350
700,000	but less than	750,000	2,400
750,000	but less than	800,000	2,500
800,000	but less than	850,000	2,600
850,000	but less than	900,000	2,700
900,000	but less than	950,000	2,800
950,000	but less than	1,000,000	2,900
1,000,000	but less than	1,100,000	3,000
1,100,000	but less than	1,200,000	3,100
1,200,000	but less than	1,300,000	3,200
1,300,000	but less than	1,400,000	3,300
1,400,000	but less than	1,500,000	3,400
1,500,000	but less than	1,750,000	3,500
1,750,000	but less than	2,000,000	3,600
2,000,000	but less than	2,250,000	3,700
2,250,000	but less than	2,500,000	3,800
	over	2,500,000	add $100 for $500,000 in total educational income

NATIONAL ASSOCIATION OF TRADE
AND TECHNICAL SCHOOLS

2021 K STREET, N.W.
WASHINGTON, D.C. 20006
TELEPHONE: 202-296-8892

Executive Director
W.A. Goddard

President
Henry G. Herzing
Herzing Institutes

The National Association of Trade and Technical Schools was established in 1965.

POSTSECONDARY ACCREDITING BODY:

ACCREDITING COMMISSION
Secretary
W.A. Goddard
Chairperson
M. Robert Allen
Associate Provost and Dean, University of Miami

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits private residence schools offering occupationally-oriented specialty training programs in trade and technical careers which culminate in a certificate, diploma, or degree. Geographic scope is national.

NUMBER OF ACCREDITED SCHOOLS:

623

MEMBERSHIP: The Accrediting Commission consists of nine members, five of whom are trade and technical school persons and four of whom are identified as public persons from outside of trade and technical schools. The membership represents a balance of the interests of society generally and the schools and students, as well as a diversification of geographic representation and educational background.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Schools automatically become eligible for NATTS membership by attaining accredited status. However, accredited schools are not required to be NATTS members.

ELIGIBILITY REQUIREMENT FOR APPLICATION: Private residence vocational schools with a definite trade, occupational, or technical education objective which have successfully operated for a period of at least two years with at least one graduating class in the longest course are eligible to apply. Schools concerned primarily with avocational and general education objectives are ineligible.

ACCREDITATION STANDARDS AND GUIDELINES: STANDARDS FOR ACCREDITATION, 1976.

ACCREDITATION CLASSIFICATIONS: Accreditation: Awarded to schools which evidence substantial compliance with the standards and requirements for accreditation. Maximum term is five years.
Probationary Accreditation: Probation allows an accredited school to upgrade without changing the school's publicly announced status. Does not apply to applicant schools. The probation term may be for three, six, or nine months.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Denial of Accreditation: Denial of accreditation (or denial of continuation of accreditation) is accompanied by a statement of conditions contributing to the commission's decision. The school may reapply nine months after the decision or if appealed, nine months after action confirmation by the Appeals Panel. All schools have the right to appeal adverse commission actions/decisions.
Show Cause: The commission may require a schools to show cause why it should not be removed from the accredited list.
Removal of Accreditation: No school is removed from the accredited list without a visit by a team unless: (1) such a visit is refused by the school; (2) the school does not show sufficient cause when ordered; (3) the school fails to submit required reports; (4) the school fails to pay required fees; (5) a change of ownership is not recognized; (6) the school voluntarily relinquishes accreditation; or (7) the school ceases to train students.

ACCREDITING PROCESS:

(1) A school applying for initial accreditation is required to submit an application for accreditation accompanied by an application fee.
(2) A self-evaluation report, prepared according to the guidelines for self-evaluation, is required of every school reviewed for initial or continuing accreditation.
(3) An on-site visit by an evaluation team follows the submission of a satisfactory self-evaluation report. The average team consists of approximately five members and includes at least: (a) A management specialist who is an administrator of an accredited school normally outside the local area and teaching non-competitive subjects; (b) An education specialist familiar with occupation instruction methods and processes; (c) A subject specialist from the industry for which students are being trained and usually from the local area, at least one specialist in each of the major subject areas offered by the school, and (d) A commission representative who facilitates uniformity of assessment, interprets policy, and gives procedural assistance to the team. Expenses are covered by a standard fee assessed to the school.
(4) A written report which summarizes the team's findings is submitted to the institution and the commission.
(5) The institution has an opportunity to submit a written response to the written report which summarizes the team's findings.
(6) Notification of the commission's decision is forwarded to the school approximately three to six months following the team visit.
(7) In the event of an adverse decision by the commission, the school has the right of appeal according to published appeal policies and procedures.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS: Annual reports are required of all accredited shools. The commission may seek continuing evidence of compliance

with standards and may request special reports from some or all accredited schools.

FEES AND DUES: Application fee: $150 payable with the application for accreditation.
Visiting fee: $175 for each team member, plus $60 each succeeding day.
Annual dues: Accredited schools are eligible for NATTS membership. The association (NATTS), as the sponsor of the Accrediting Commission, accepts responsibility for commission expenses that exceed commission income. Most of the NATTS operating budget is directed as a subsidy for accrediting expenses: consequently the Accrediting Commission does not assess NATTS members for additional annual sustaining fees to support accrediting activities. A non-member school pays its share of continuing accrediting costs with an annual sustaining fee based on the school's previous fiscal year as follows:

Gross Tuition	Non-member basic sustaining fee
Up to $ 150,000	$ 187.50
to 250,000	375.00
to 500,000	562.00
to 750,000	750.00
to 1,000,000	1,125.00
above 1,000,000	1,500.00

In addition to the basic sustaining fee, a non-member accredited school pays .0015 of gross annual tuition volume. However, in no event shall a non-member accredited school pay less than $300 nor more than $4,000.

NATIONAL HOME STUDY COUNCIL,
ACCREDITING COMMISSION

1601 18TH STREET, N.W.
WASHINGTON, D.C. 20009
TELEPHONE: 202-234-5100

Executive Secretary
William A. Fowler
Chairman
Fred F. Harcleroad
Professor of Higher Education
University of Arizona

The National Home Study Council was established in 1926.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to home study schools in the United States. Programs of instruction may range from kindergarten through graduate study.

NUMBER OF ACCREDITED INSTITUTIONS: 77

MEMBERSHIP: The Accrediting Commission is composed of nine commissioners appointed by the Board of Trustees of the National Home Study Council on the recommendation of the Nominating Committee. Five commissioners (known as public commissioners) shall be from outside the home study school field and four commissioners shall be from the home study field.
Public commissioners shall: (1) be representative of such diversified fields as government, industry, universities, public schools, and adult and vocational education; (2) not have any affiliation nor interest in any home study school that is accredited or that might qualify to make application for accreditation; (3) have qualifications and experience which would bring expertise to the commission in such special areas of school evaluation as finance, administration, management, etc.; (4) have an interest and willingness to serve and be available to devote the necessary time to the activities of the commission; (5) possess personal qualities of leadership integrity, ability, and personal reputation; (6) be under 67 years of age; and (7) hold one or more academic degrees. Term of membership is three years with three consecutive terms permitted.
Commissioners from the home study field shall: (1) be bona fide executive officers of accredited schools which do not have persons serving on the Accrediting Commission or the Board of Trustees; (2) be appointed allowing for geographical representation as far as possible; (3) be appointed so that they will be representation of the schools in the National Home Study Council and the home study school field insofar as possible; (5) possess personal qualities of integrity, leadership, ability, and personal reputation; (6) be under 67 years of age; (7) hold one or more academic degrees; (7) have experience in, and contemporary knowledge of, the home study field; (8) have demonstrated

supportiveness of the accrediting program; (9) have experience as a member of accrediting examining committees; and (10) have demonstrated interest and support of the National Home Study Council by regular attendance of Council functions and participation on Council committees. Term of membership is three years with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Application for accreditation from the Accrediting Commission of the National Home Study Council may be made at any time by any private or non-private bona fide correspondence institution with two years of operating experience.

ACCREDITATION STANDARDS AND GUIDELINES: Standards for Accrediting Home Study Schools, 1976.

ACCREDITATION CLASSIFICATIONS AND ACTIONS: The Accrediting Commission has four courses of action which it may take on each application:

(1) Accredit a new applicant school or continue an institution's accredited status; maximum term is five years.
(2) Accredit or continue accreditation with stipulations that must be met within a stated period.
(3) Defer a decision pending progress reports, additional evidence, or a statement of the school's plan for improvement, any of which may require a supplemental visit.
(4) Deny accreditation or remove accreditation from an institution.

If accreditation is denied, the commission sends the school a statement of the reasons for the denial and the school may appeal the decision. The commission will hear the appeal at the earliest practical time. A school that is denied may reapply after one year.

THE ACCREDITING PROCESS:

(1) A self-evaluation report, prepared according to a prescribed format is required. Two sets of each of the courses offered by the school must also be submitted for evaluation by outside subject matter experts. Also, 100 names and addresses of a specialized group of students must be submitted to enable the council to make a survey through a mail questionnaire.
(2) The courses are reviewed and evaluated by subject matter specialists who are highly qualified professionals either as practitioners in their fields or as faculty members in institutions of higher education. A Subject Specialist fee of $300 is charged for each course received. Also, over 400 state departments of education, consumer agencies, and federal bodies are surveyed to ascertain the school's reputation.
(3) An examining committee visits the school following the submission of the self-evaluation report and the course materials. The committee averages approximately five to seven members. The usual length of the visit is one day. Expenses of the visit are covered by a standard assessment fee of $400 per member per day.
(4) The school is given an opportunity to review the committee chairman's report and to submit additional materials in response to the report.
(5) The accrediting decision rests soley with the commission. The school is notified of the accreditation decision following the next meeting of the accrediting commission.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS: An accredited school must submit annual reports to the Accrediting Commission, and must be re-examined completely at least every five years. However, the commission may call for periodic or special reports from any accredited school and may call for a re-examination in less than five years if there is a change in ownership or management or if there is evidence of serious problems in the school.

ACCREDITATION FEE: Each accredited school pays an annual accreditation fee based on the total cash collections from home study enrollments received by the school during the preceding calendar year. This annual fee is separate from and in addition to the annual dues for membership in the National Home Study Council. A copy of the fee schedule is available from the NHSC office upon request. Listing fee: The name of each accredited school appears alphabetically in the Accrediting Commission's list of accredited schools. The annual accreditation fee covers the listing of one name. A fee of either one half of the school's annual accreditation fee or $750, whichever is less, is charged for each additional name listed.

REGIONAL INSTITUTIONAL ACCREDITING BODIES

MIDDLE STATES ASSOCIATION OF
COLLEGES AND SCHOOLS

3624 MARKET STREET
PHILADELPHIA, PENNSYLVANIA 19104
TELEPHONE: 215-662-5600

Executive Director
(Vacant)

President (1982)
Milton G. Bassin
President, York College at the City University of New York

The Middle States Association of Colleges and Schools was established in 1887 as the College Association of the Middle States and Maryland.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON HIGHER EDUCATION
Executive Director
Robert Kirkwood
Chairperson
Bruce Dearing
University Professor of Humanities in Medicine, State University of New York Upstate Medical Center

The Commission on Higher Education was established in 1919 as the Commission on Institutions of Higher Education.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Secretary of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible institutions in the Middle States region, including New York, Pennsylvania, New Jersey, Maryland, Delaware, District of Columbia, Puerto Rico, American Virgin Islands, Republic of Panama, and a few overseas institutions chartered in the United States.

NUMBER OF ACCREDITED INSTITUTIONS:

485 accredited institutions
22 candidate institutions

MEMBERSHIP: The membership of the Commission on Higher Education reflects the geographical constituency as well as representation from a cross section of institutional types, and consists of:
21 members from accredited institutions
3 public members

All members are elected by the membership of the association at the annual December meeting. Membership term is three years with a maximum of two consecutive terms. Officers (chairperson, first and second vice-chairpersons) may serve maximum terms of nine years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: An institution applying for candidate status with the commission must:

(1) Have a charter and/or formal authority from the appropriate governmental agency to award an academic degree.
(2) Have a governing board which includes a membership broadly representative of the public interest.
(3) Devote all, or substantially all, of its gross income to the support of its educational purposes and programs.
(4) Have established an adequate financial base of funding commitments, and have available an externally audited financial statement not more than one year old.
(5) Have employed a chief administrative officer.
(6) Offer, or plan to offer, one or more postsecondary educational programs equivalent to at least one academic year in length, with clearly defined and published objectives and a statement of the means for achieving them.
(7) Require, in addition to study of the areas of specialization proper to its principal educational programs, some work in general education and liberal arts or related areas, either as a prerequisite to or as clearly defined elements in those programs.
(8) Have admissions policies compatible with stated institutional objectives.

ACCREDITATION STANDARDS AND GUIDELINES:

Characteristics of Excellence in Higher Education and Standards for Middle States Accreditation, 1981.

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation: Awarded to developing or applying institutions which satisfy eligibility requirements and which present evidence of sound planning, adequate resources to implement planning, and potential for attaining stated goals within a reasonable time; designed for postsecondary institutions which may or may not be fully operative; maximum term is six years.
Initial Accreditation: Awarded to institutions upon completion of candidate status; maximum term is five years.
Accreditation: Reaffirmed for member institutions normally every five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

(1) The commission may, after full deliberation and according to due process, defer or deny any institution's application for candidate, initial, or reaffirmation of accreditation.
(2) The commission may require a member institution which fails to provide satisfactory evidence of the maintenance of education quality to show cause why its accreditation status should not be revoked.
(3) The commission's policy statement on appeals of accreditation decisions is available upon request.

THE ACCREDITING PROCESS:

(1) An institutional self-study is an integral requirement of every institution applying for initial or continuing accreditation.
(2) An evaluation team site visit follows the submission of the self-study. The team consists of approximately seven to nine peers from

member institutions appointed by the commission's staff. The average visit is three days in length. Expenses of the team visit are assumed by the host institution and usually average about $350 per member. In addition, an evaluation fee of $350 is assessed for initial and reaffirmation of accreditation. The initial assessment fee for candidacy is $150.

(3) A written report of the team's visit is submitted simultaneously to the institution and the commission.

(4) The institution submits a written response to the commission presenting its reaction to the team report.

(5) The commission notifies the institution of the accreditation decision approximately two to four months following the evaluation visit.

PROCEDURES REQUIRED OF CANDIDATE INSTITUTIONS: Institutions admitted to candidate status are required to:

(1) File an annual institutional data summary in accordance with guidelines supplied by the commission office.

(2) File a copy of the annual external financial audit on either October 15 or March 15 of each year.

(3) File a semi-annual interim report with the commission office on October 15 and March 15 of each year.

(4) Work with a consultant appointed by the commission.

(5) Undertake a self-study, be evaluated, and receive an accreditation decision from the commission within six years of admission to candidate status.

PROCEDURES REQUIRED OF MEMBER INSTITUTIONS: Member institutions are required to:

(1) Participate in a periodic review for reaffirmation of accreditation status including an institutional self-study and evaluation team visit at regular intervals not exceeding ten years.

(2) Submit a periodic review report at regular intervals not exceeding five years.

(3) Submit an annual data summary and such other reports as required by the commission.

FEES AND DUES: The commission's financial support comes from two sources: annual dues and fees paid by member and candidate institutions of higher education, and fees and charges for special services. Dues and fees also support the general activities of the association. Each institution's assessment helps to sustain an independent, non-governmental accrediting process encouraging the improvement of higher education and the freedom of institutions to participate in the development of policies and procedures fostering educational excellence.

Member and Candidate institutions are billed for dues and fees on the basis of annual operating budgets (educational and general expenditures and mandatory transfers) as follows:

Annual operating budget up to $5,000,000. minimum annual dues $450.

Annual operating budget between $5,000,000. and $33,000,000. multiply budget figure by .00011 to determine annual dues.

Annual operating budget above $33,000,000. maximum annual dues $3,600.

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES I, COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION

131 MIDDLESEX TURNPIKE
BURLINGTON, MASSACHUSETTS 01803
TELEPHONE: 617-272-6450

Executive Director
Richard J. Bradley
President
Lattie F. Coor, President,
University of Vermont
Burlington, Vermont 05405
President-elect (1980-81)
Robert Gaucher
Principal, Ledyard High School, Ledyard, Connecticut

The New England Association of Schools and Colleges was established in 1885 as the New England Association of Colleges and Preparatory Schools. The present title was adopted in 1971.

POSTSECONDARY ACCREDITING BODY I:

COMMISSION OF INSTITUTIONS OF HIGHER EDUCATION

Director of Evaluation
Charles M. Cook
Chairperson
Richard F. Gross, President, Gordon College
Wenham, Massachusetts 01984
Vice-President
Gordon S. Bigelow, Dean for Educational Services
University of Southern Maine
Gorham, Maine 04038

The Commission on Institutions of Higher Education was established in 1952 as the Standing Committee on Institutions of Higher Education. The present title was adopted in 1963.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible degree-granting institutions in the New England region which includes the states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont and designated overseas areas.

NUMBER OF ACCREDITED INSTITUTIONS:

194 accredited institutions
4 candidate for accreditation institutions

MEMBERSHIP: The Commission on Institutions of Higher Education is composed of:

14 representatives from accredited institutions
2 public members

Criteria for selection of commissioners are as follows: Representational: (a) balance among the wide range of accredited institutions served by the commission; public and private, large and small, liberal arts, church-related, professional, other specialized; (b) balance between faculty and administrators, with allowance for lay representation (a person not employed in n institution of higher education); (c) balance between men and women; (d) representation from the six New England States.
Personal: (a) stature in the profession; (b) interest in the accrediting process; (c) accrediting experience in New England or other regions; (d) time available. Term of membership is four years with 1½ terms permitted (total of 6 years).

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be considered for Candidate for Accreditation status, the applicant organization must first meet the following eligibility requirements:

(1) Have a lawful authority from the appropriate governmental agency to award bachelor's, master's, or doctor's degrees, or associate degree in liberal arts or general studies.
(2) Have a governing board which includes representation reflecting the public interest and has the authority to carry out the mission of the institution.
(3) Have a chief executive officer.
(4) Offer one or more educational programs of at least one academic year in length or the equivalent at the postsecondary level, with clearly defined and published educational objectives appropriate to post-secondary education in level, quality and standards, as well as a clear statement of its means for achieving them.
(5) Include liberal studies at the postsecondary level as a prerequisite to or an essential element in its principal educational programs.
(6) Designate a defined program of studies acceptable for the meeting of degree requirements, provide adequate guidance to degree candidates in the satisfaction of such requirements, and demonstrate the adequacy of grading or evaluating procedures.
(7) Have learning resources appropriate to the stated objectives and programs of the institution, and adequate for the educational level offered.
(8) Have a basic plan for the development of the institution.
(9) Have admission and enrollment policies compatible with its stated objectives.
(10) Have published policies and procedures, in keeping with generally accepted practices, for refunding fees and charges to students who withdraw from enrollment.
(11) Have a catalog and other appropriate official publications available to students and public, setting forth purposes and objectives; entrance requirements and procedures; rules and regulations for conduct; programs and courses; program completion requirements; costs; and other items relative to attending or withdrawing from the institution.
(12) Have established an adequate financial base of funding commitments and submit a copy of its current budget and a copy of its current audited

financial statement prepared by a certified public accountant who has no other relationship with the institution.

ACCREDITATION STANDARDS AND GUIDELINES:
A Guide to the Process of Self-Evaluation, 1980 Policies and Procedures Commission on Institutions of Higher Education

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation: Awarded to developing or applying institutions which satisfy eligibility requirements and which present evidence of sound planning, adequate resources to implement planning, and potential for attaining stated goals within a reasonable time. Maximum term is six years.
Initial Accreditation: Awarded to institutions upon completion of candidate status. Maximum term is five years.
Accreditation: Awarded to member institutions for a specific term, not exceeding ten years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: When measured against the criteria or policies of the commission, an institution may, in the opinion of the commission, be found wanting. The nature and gravity of the deficiency will determine whether or not in the judgment of the commission one of the following negative actions should be taken:
Warning: When the commission finds that an institution has pursued a course deviating from the commission's criteria or policies to an extent that gives concern to the commission, it may issue a warning to the institution to correct its deficiencies, refrain from certain activities, or initiate certain activities within a stated period of time. A warning does not affect the candidate or accredited status of the institution.
Probation: When a candidate or accredited institution fails to respond to conditions imposed upon it by the commission, including a warning, or when it deviates significantly from the commission's criteria or policies, the commission may require the institution to show cause why it should not be placed on probation. Probation does not affect the candidate or accredited status of the institution. If the institution has not taken steps satisfactory to the commission to remove the cause or causes for its probation at the end of the specified time, the commission will issue a show-cause order as to why its candidacy should not be revoked or allowed to lapse or its accreditation withdrawn at the end of the stated period.
Revocation of candidacy or termination of accreditation: When in the judgment of the commission an institution has not satisfactorily explained or corrected matters of which it has been given notice, its candidacy may be revoked or allowed to lapse or its accreditation may be terminated by the Executive Committee on recommendation of the commission. In such a case, the institution must complete again the entire accreditation process to qualify for candidacy or accreditation.

THE ACCREDITING PROCESS:

(1) An institutional self-study is an integral requirement of every institution applying for initial or continuing accreditation.
(2) A visiting committee makes an on-site evaluation of the institution following the submission of the self-study report. The size of the committee depends upon the nature and complexity of the institution, but the average committee usually consists of approximately seven members. The membership of the committee always includes persons

competent in at least the main cluster of programs and major functional areas. A normal visit is three days in length. Expenses usually average about $250 per committee member and are billed directly to the host institution.

(3) An initial draft of the visiting committee's report is forwarded to the president of the institution who is allowed a brief interval to respond, identifying errors of factual accuracy and/or interpretation.

(4) The final report and a separate communication containing the recommendation of the committee on accreditation status are forwarded to the commission.

(5) A copy of the final report is forwarded by the Director of Evaluation to the president with a request for a review of its contents and any comments which should be brought to the attention of the commission.

(6) The commission receives the report and institutional response and arrives at a decision on the accreditation status of the institution.

(7) Information concerning the commission's recommendation is reported to the institution usually within two weeks of the commission meeting.

(8) The final decision on accreditation of the institution is rendered by majority vote of the executive committee of the association.

(9) Review or appeal of a negative decision by the commission or executive committee is governed by the due process statement currently in effect.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: All institutions are required to submit annual statistical reports and such progress reports as may be specified by the commission. All institutions accredited for the maximum ten year period are required to submit interim five-year reports according to a format prescribed by the commission.

FEES AND DUES: Annual dues are based upon full-time equivalent enrollment, according to the following schedule:

Enrollment	Dues
Under 500	792
500-999	1,030
1,000-2,999	1,267
3,000-4,999	1,505
5,000-6,999	1,742
7,000-8,999	1,980
9,000-10,999	2,218
11,000-over	2,455

Candidate fees, application for candidacy fees, and evaluation fees are also based upon the full-time equivalent enrollment of the institution.

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES II,
COMMISSION ON VOCATIONAL, TECHNICAL,CAREER INSTITUTIONS

131 MIDDLESEX TURNPIKE
BURLINGTON, MASSACHUSETTS 01803
TELEPHONE: 617-272-6450

Executive Director
Richard J. Bradley

President
Lattie F. Coor
President, University of Vermont, Burlington, Vermont

The Commission was established in 1970 with its present title adopted on December 7, 1975.

POSTSECONDARY ACCREDITING BODY II:

COMMISSION ON VOCATIONAL, TECHNICAL, CAREER INSTITUTIONS
Director of Evaluation
Daniel S. Maloney
Chairman
Richard A. Duntley, Director, Westbrook Regional Vocational Center, Westbrook, Maine

RECOGNITION STATUS: Member of Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants initial accreditation or pre-accredited status to specialized public, private, non-profit and proprietary one or two year colleges or institutes which offer programs at the certificate/diploma and/or associate degree levels. Geographic scope extends throughout the New England region to include the states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.

NUMBER OF ACCREDITED INSTITUTIONS:

35 postsecondary
9 postsecondary, candidates for accreditation
60 secondary
104 TOTAL

MEMBERSHIP: The commission consists of fourteen representatives from New England member institutions. Membership term is three years with two consecutive term restriction. Criteria for selection of commission members: (a) administrators of individual member institutions; (b) teaching personnel from member institutions; (c) at least one member from each of the six New England states and representatives of all levels of education within the purview of its commission.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:
(1) Have a license or charter from the appropriate governmental agency to operate and award a certificate, diploma, or associate degree.

(2) Have a governing board which includes representation reflecting the public interest and which has the authority to carry out the mission of the institution.
(3) Have employed a chief administrative officer.
(4) Have learning resources appropriate to the states objectives of the institution and adequate to support programs offered.
(5) Have a basic plan for the development of the institution.
(6) Have admission and enrollment policies compatible with its states objectives.
(7) Have established and adequate financial base of funding commitments and have available a copy of its current budget and a copy of its current audited financial statement prepared by a certified public accountant who has no other relationship with the institution.
(8) Have published policies and procedures, in keeping with generally accepted practices, for refunding fees and charges to students who withdraw from enrollment.
(9) Have a catalog and other appropriate official publications available to students and public, setting forth purposes and objectives; entrance requirements and procedures; rules and regulations for conduct; programs and courses; program completion requirements; costs; and other items relative to attending or withdrawing from the institution.
(10) Offer one or more educational programs of at least one academic year in length or the equivalent at the postsecondary level with clearly defined and published educational objectives appropriate to post-secondary education in level, quality and standards, as well as a clear statement of its means for achieving them.
(11) Include general education, when appropriate, at the postsecondary level as a prerequisite to or an essential element in its principal educational programs.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards of Membership for Specialized Institutions of Higher Education Awarding as Associate Degree at the Technical or Career Level", December, 1976.
"Standards of Membership for Specialized Career Institutions Awarding a Certificate or Diploma at the Postsecondary Level", December, 1976.

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation: Awarded to deserving and developing institutions which satisfy elgibility requirements and give evidence that in fact or in plan the institution has the potential to move towards accreditation in a reasonable period of time. Maximum term of candidate status is six years.
Initial Accreditation: Awarded to institutions upon completion of candidate status. Maximum term is five years.
Continued Accreditation: Awarded to member institutions for a specific term, not exceeding ten years.

ADVERSE ACCREDITING ACTIONS/DECISIONS: When measured against the Standards of Membership, an institution may in the opinion of the commission and the Executive Committee, be found wanting in one or more areas. The gravity of the situation will determine whether or not in the judgment of the commission an adverse action should be taken. Prior to an adverse action the institution may be asked to show cause on or before a specified date why the commission should not make a recommendation to the Executive Committee of the Association that is

adverse to the institution. (i.e., denial of candidacy for accreditation, denial of membership, denial of renewal of membership, denial of continuation of membership, or placement of the institution on probation.) A show cause vote does not affect candidate or accredited status and does not by itself constitute an adverse action.

Adverse actions include:

(1) Probation: When a candidate or accredited institution fails to respond appropriately or show cause to the commission why it should not be placed on probation, the commission will then submit a recommendation to the Executive Committee of the Association that the institution be placed on probation. Probation does not affect the candidate or accredited status of the institution.

(2) Revocation of Candidacy or Termination of Accreditation: When in the judgment of a commission an institution has not responded appropriately to those issues identified during a probationary period, its candidacy or accreditation may be revoked upon recommendation by the commission and a vote by the Executive Committee. In such a case the institution must complete again the entire accreditation or pre-accredited process to qualify for either candidacy or accreditation.

THE ACCREDITATION PROCESS:

(1) Typically, an institution without status in the Association must apply for candidate for accreditation status prior to seeking initial accreditation.

(2) Upon commission acceptance of the application for candidate status, an institution must then conduct a mini self-study and host an investigator reporter-team (consisting of at least three evaluators) which will review the institution and its operations on the basis of the commission's Conditions of Eligibility and the Standards of Membership.

(3) Within a six year period an institution may apply for accredited status. An application must be submitted to the Association office.

(4) An Association staff member will visit the institution, review progress realized during the candidate stage, and report to the commission.

(5) The commission acts to accept or not to accept the application.

(6) The institution commences its self-study and an evaluation team is nominated toserve as the on-site team.

(7) The visiting team spends at least three days on campus with the institution responsible for all expenses incurred.

(8) The initial draft of the Evaluation Report is forwarded to the president of director of the institution evaluated who will have the opportunity to identify errors of factual accuracy and/or misinterpretation.

(9) A separate report, Strengths and Areas of Concern, is also completed in first draft form and forwarded to the president or director of the institution who will again have an opportunity to identify errors of factual accuracy and/or interpretation.

(10) The final printing of both the Evaluation Report and the Strengths and Areas of Concern document are forwarded to the chief administrative

officer of the institution with a formal request that both Reports be again reviewed for factual accuracy prior to commission deliberations.

(11) A separate single copy communication is addressed to the commission with a visiting committee recommendation concerning accredited status.

(12) The commission reviews both Visiting Committee Reports, the confidential visiting team recommendation for accredited status, the institutional self-study and any response to factual and interpretive accuracy.

(13) The commission interviews the visiting committee chairman for interpretation and guidance in its decisions.

(14) The commission makes a decision concerning its recommendation to the Executive Committee.

(15) The commission notifies the institution of its recommendation the first office working day subsequent to the commission decision.

(16) The final decision on accreditation of the institution is rendered by a majority vote of the Executive Committee of the Association.

(17) A formal letter of notification is forwarded identifying commission deliberations in arriving at its recommendation to deny or grant accreditation.

(18) Review or appeal of a negative decision by the Commission or Executive Committee may be submitted according to established policies and procedures.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS:

(1) All institutions are required to submit annual statistical reports and such progress reports as may be specified by the commission.

(2) All institutions are accredited for a maximum ten year period and required to submit interim five year reports according to a format established by the commission.

DUES AND FEES SCHEDULE (as of October 1, 1982):

Enrollment	Dues
Under - 500	$ 839
500 - 999	911
1,000 - 1,499	984
1,500 - 1,999	1,056
2,000 - 2,499	1,129
2,500 - 2,999	1,201
3,000 - 4,999	1,274
5,000 and over	1,346

NORTH CENTRAL ASSOCIATION
OF COLLEGES AND SCHOOLS

159 NORTH DEARBORN STREET
CHICAGO, ILLINOIS 60601
TELEPHONE: 312/263-0456

P.O. BOX 18
BOULDER, COLORADO 80306
TELEPHONE: 303/497-0261

President (1982-83)
David A. Wilkerson, Executive Principle/South Region
Peodre School District

President (1983-84)
Robert W. MacDowell, Professor of Mathematics
Hiram College, Hiram, Ohio

The North Central Association of Colleges and Schools was established in 1895 as the North Central States Association of Colleges and Secondary Schools.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION
Director
Thurston E. Manning
Chairman (1982-84)
Ronald W. Roskens, President
University of Nebraska

The Commission on Institutions of Higher Education was established in 1910 as the Commission on Accreditation of Schools and Colleges. The present title was adopted in 1970.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants accreditation to eligible postsecondary institutions in Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, and Wyoming.

NUMBER OF ACCREDITED INSTITUTIONS:
915

MEMBERSHIP: The Commission on Institutions of Higher Education consists of approximately 65 persons. The commission, in its procedures, has placed with the executive board the authority for making accreditation decisions. The executive board is composed of:

12 members from accredited institutions;
2 public members;
1 director (ex-officio, non-voting)
15 TOTAL

All members are elected by the commission. Term of membership is five years.

GENERAL INSTITUTIONAL REQUIREMENTS: To be considered by the commission for accreditation, an institution:

(1) Has formally adopted a statement of mission appropriate to a postsecondary institution;

(2) offers one or more educational programs (or curricula) consistent with that mission, including general education at the postsecondary level as an element of, or a prerequisite to, the principal program(s);

(3) Has adopted a statement specifying the potential students it wishes to serve and admits students to its programs under admission policies compatible with this statement and appropriate to its programs;

(4) Enrolls students in at least one postsecondary educational program normally requiring at least one academic year (or the equivalent) for completion, and has students actually pursuing such a program at the time of the Commission's evaluation;

(5) Awards to each person successfully completing an educational program a certificate, diploma, or degree appropriately describing the demonstrated attainment of the graduate;

(6) Has a charter and/or other formal authority from an appropriate governmental agency authorizing it to award any certificate, diploma, or degree it awards;

(7) Has all the necessary operating authorities in each jurisdiction in which it conducts activities;

(8) Has formally designated a chief executive officer, or has formally organized and staffed a chief executive officer;

(9) Has a governing board that includes representation reflecting the public interest;

(10) Documents a funding base, financial resources, and plans for financial development adequate to carry out its stated purposes;

(11) Has its financial statements externally audited on a regular schedule by a certified public accountant or state audit agency. The institutuion makes available to the public and the Commission on request the most recently audited financial statements (or a fair summary) including the auditor's opinion;

(12) Makes freely available to all interested persons accurate, fair, and substantially complete descriptions of its programs, activities, and procedures; and

(13) Will have graduated at least one class in its principal programs before the Commissioner's evaluation for accredited status.

ACCREDITATION STANDARDS AND GUIDELINES: "A Handbook of Accreditation, 1982."

ACCREDITATION CLASSIFICATIONS:

Candidate for Accreditation: Candidate for accreditation is a status of affiliation with the commission which indicates that an institution is progressing toward accreditation. Attainment of this affiliate status does not automatically assure accreditation. Maximum term is 10 years.

Accreditation: Accreditation is a status granted by the commission which indicates that an institution is offering its students on a satisfactory level the educational opportunities implied in its objectives. This status is not awarded for a fixed term but indicates a continuing relationship between an institution and the comission which can be changed at any time by action of either party.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Possible adverse actions for institutions undergoing periodic or early evaluation are:

(1) Place on public probation--a public status which is included in the list of changes in status of institutions which is distributed widely following each meeting at which accreditation decisions are made.

(2) Drop the institution from the accredited or canadidate for accreditation list.

THE ACCREDITING PROCESS:

(1) An institution is expected to conduct a self-study and to submit a report of the study and an abstract of the report to the staff member working with the institution.

(2) An evaluation team site visit follows the submission of the self-study report. The team is composed of approximately five carefully selected evaluators. The composition of the team is based on the background and experience of the evaluators in relation to the characteristics of the institution. The average visit is three days in length. The institution is billed by the office of the director prior to the visit, according to a standard fee schedule which covers all costs of the visit.

(3) A draft of the team's report, including the final page stating the accreditation recommendation and the reasons for the recommendation, is sent by the team chairperson to the chief executive officer of the institution, the team members, and the commission staff person assigned to the institution for their commends and corrections of factual errors.

(4) A final copy of the team's report is forwarded to the institution and to the commission.

(5) The chief executive officer of the institution is invited to make a written response to the report.

(6) The director sends to the chief executive officer the names and addresses of the members of the review committee of the commission which will consider the team report.

(7) The chief executive officer of the institution and the chairperson of the team are invited to meet with the review committee to discuss the report and its recommendations.

(8) The review committee submits its recommendation to the executive board of the commission.

(9) The institution and the chairperson of the visiting team are invited to submit in writing comments on the recommendation of the review committee.

(10) The executive board reviews the recommendations of the visiting team and of the review committee together with the comments of the institution and visiting team, and takes final action in the name of the commission.

(11) Notification of the commission's final action is forwarded to the institution.

(12) An institution may appeal from a commission decision according to established published procedures.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: An institution is required to submit an annual statistical report and such other reports as may be specified by the commission.

FEES AND DUES:

A. Team visits to institutions:
Fixed fee visits: 1 day-650N + $550; 2 days 800N + $550; 3 days $950N + $550; etc. (where N = number of persons per team).

Cost-plus visit: direct cost of visit + 10 percent.

Criteria for determining team size

Highest degree level offered	
Certificate & Associate (FTE = 1-1,999)	4 team members
Certificate & Associate (FTE = 2,000-more)	5 team members
Bachelor's (FTE = 1-1,999)	4 team members
Bachelor's (FTE = 2,000-more)	5 team members
Master's and Specialist	6 team members
Doctoral	8 team members

B. Pre-visits: 650 for first day, $150 for each succeeding consecutive day of same visit.

C. Consultant visits to institutions: $150 for first day, $150 for each succeeding consecutive day of same visit.

D. Generalists to accompany program accreditation teams: $650 for first day, $150 for each succeeding consecutive day of same visit.

E. Annual dues: Based on full-time equivalent enrollment of institution in academic year preceding date of billing: 0-499, $330; 500-1,999, $655; 2,000-4,999, $985; 5,000-9,999, $1,310; 10,000 and over, $1,635.

NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES

3700-B UNIVERSITY WAY N.E.
SEATTLE, WASHINGTON 98105
TELEPHONE: 206-543-0195

Executive Secretary-Treasurer
James F. Bemis
President (1983)
Alfred Rasp, Jr.
Director, Testing and Evaluation, Office of the State Superintendent of Public Instruction, Olympia, Washington

The Northwest Association of Schools and Colleges was established in 1917 as the Northwest Association of Secondary and Higher Schools.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON COLLEGES
Executive Director
James F. Bemis
Chairperson
Charles J. Flora
Director of Aquatic Studies, Western Washington University, Bellingham, Washington

The Commission on Colleges was established in1923 as the Commission on Higher Schools.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible degree-granting colleges and universities and non-degree granting postsecondary vocational-technical institutions in the Northwest region which includes Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington.

NUMBER OF ACCREDITED INSTITUTIONS:
143 accredited institutions
13 candidate institutions

MEMBERSHIP: The Commission on Colleges consists of:

10 persons representing institutions that grant the baccalaureate and/or higher degrees with consideration for diversity of institutions and regional distribution
8 persons representing institutions that grant less than the baccalaureate degree with consideration for diversity of institutions and regional distribution
3 persons representing the general public
2 persons representing institutions of an adjoining region or regions
1 person as chairman who is second vice president of the association
1 person as executive director who is ex-officio
25 TOTAL

All members are elected by the membership of the association at the annual December meeting except the executive director who is appointed by the commission.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: An institution applying for candidate status with the commission must:

(1) Have a charter and/or formal authority from the appropriate governmental agency to award a certificate, diploma, or degree. If the institution is in a state which has only very minimal requirements for chartering, but also a higher approval level more nearly corresponding with that recommended by the Education Commission of the States in its Model Legislation, this higher level shall be required as a prerequisite to consideration by the commission.
(2) Have a governing board which includes representation reflecting the public interest.
(3) Have employed a chief administrative officer.
(4) Offer one or more educational programs, of at least one academic year in length or the equivalent at the postsecondary level, with clearly defined and published educational objectives appropriate to higher education in level, quality, and standards as well as a clear statement of its means for achieving them.
(5) Have learning resources including a faculty and library adequate for the educational level offered or, in lieu of a library, made specific long-term arrangements for student access to such resources.
(6) Include general education at the postsecondary level as a prerequisite to or an essential element in its principal education program.
(7) Have developed a preliminary survey or evidence of basic planning for the development of the institution.
(8) Have admission and enrollment policies compatible with its stated objectives.
(9) Have established an adequate financial base of funding commitments and submit a copy of its current budget and a copy of its current audited financial statement prepared by a certified public accountant who has no other relationship with the institution. The auditor's report is to include an opinion on the financial statement.
(10) Have published policies and procedures, in keeping with generally accepted practices, for refunding fees and charges to students who have withdrawn from enrollment.
(11) Have a catalog and other appropriate official publications available to students and public, setting forth purposes and objectives; entrance requirements and procedures; rules and regulations for conduct; programs and courses; degree completion requirements; costs; and other items relative to attending the institution or withdrawing from it.

ACCREDITED STANDARDS AND GUIDELINES: "Manual of Standards and Guide for Self-Study" in Accreditation Handbook, 1982.

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation: Candidate for accreditation is an affiliated, non-accredited relationship with the commission. Candidacy indicates that an institution is progressing toward accreditation. Attainment of the affiliate status does not assure accreditation. Maximum term is six years.

Initial Accreditation: Awarded to institutions upon satisfactory completion of candidate status. New members are not accredited for a specific number of years. Normally, a new member is to conduct a self-study and be re-evaluated by a full committee during the fifth year.
Accreditation: Accreditation means that a postsecondary institution's own goals are soundly conceived, that its educational programs have been intelligently devised, that its purposes are being accomplished, and that the institution is so organized, staffed, and supported that it should continue to merit such confidence. Continuing members are not accredited for a definite number of years. Every institution is to conduct a self-study and be visited by a full evaluation committee at least every ten years; every five years each institution is to prepare an interim report and be visited by one or more representatives of the commission.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: The commission may, after full deliberation and according to due process, defer or deny an institution's application for candidate, initial, or continuing accreditation. If the commission believes that it must do so, it may recommend revocation of membership to the delegate assembly of the association. This course of action is taken only after the institution has been given an opportunity to show cause why its accreditation should not be revoked. Procedures for filing appeals of accreditation decisions are detailed in the Accreditation Handbook.

THE ACCREDITING PROCESS:

(1) An institutional self-study is required of every institution applying for initial or full accreditation.
(2) An evaluation team site visit follows the submission of the self-study. The average team consists of twelve peers from accredited institutions and appropriate agencies appointed by the commission staff. The average visit is three days in length. Institutions in states other than Alaska pay an evaluation fee of $600 per evaluation which covers the main campus and local off-campus operations. If the evaluation includes visits to distant off-campus locations, the institution is charged for the additional costs. Institutions in Alaska are charged the actual costs of the evaluation plus 15 percent for Commission expenses. The fee covers the costs of a preliminary visit, traveling, board, and lodging of the committee members, and the costs of preparing and mailing the report of the evlauation following the visit.
(3) A written report of the team's visit is submitted to the host institution prior to consideration by the commission.
(4) The host institution is provided an opportunity to make a written response to the team's report and also to send representatives to the meeting of the commission at which the report is considered.
(5) The host institution is notified by mail of the accreditation decision within a week after action by the commission is taken. The commission normally meets in June and December.

PROCEDURES REQUIRED OF CANDIDATE INSTITUTIONS: The institution recognized as a candidate for accreditation must agree to:

(1) Use the prescribed official definition of candidate for accreditation in all official publications and correspondence.
(2) Secure advance approval of the commission for program, degree, and geographic location changes from those in effect when candidacy was granted.

(3) File an annual report by March 1 with the executive director of the commission.
(4) Submit a two-year progress report in advance of the two-year visit.
(5) Have an on-site visit by representatives of the commission at least every two years.
(6) Apply for accreditation only after consultation with the commission.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: Member institutions are required to:

(1) Participate in a periodic review for reaffirmation of accreditation status including an institutional self-study and evaluation team visit at regular intervals not exceeding ten years.
(2) Submit a periodic review report at regular intervals not exceeding five years.
(3) Submit an annual data summary and such other reports as required by the commission.

ANNUAL DUES: Annual dues support the general activities of the commission, and one-half of the expenses of the association.

Dues are based on annual operating budges (exclusive of separate medical school and hospital budgets) as reported to HEGIS for the previous year according to the following schedule:

Operating Budget	Annual Dues
Under $2.5m	$600
2.5. - 4	750
4 - 6	900
6 - 8	1,100
8 - 10	1,300
10 - 12	1,500
12 - 14	1,700
14 - 16	1,900
16 - 18	2,100
18 - 20	2,300
20 - 22	2,500
22 - 24	2,700
24 - 30	2,900
30 - 42	3,100
42 - 66	3,300
66 -114	3,500
114 -210	3,700
over 210	3,900

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS I,
COMMISSION ON COLLEGES

795 PEACHTREE STREET, N.E.
ATLANTA, GEORGIA 30365
TELEPHONE: 404-897-6126

Director of the Association
Bob E. Childers
President of Association
Charles Payne, President, Bessemer
State Technical College, Bessemer, Alabama

The Southern Association of Colleges and Schools was established in 1895 as the Association of Colleges and Preparatory Schools of the Southern States. The present tite was adopted in 1961.

POSTSECONDARY ACCREDITING BODY

COMMISSION ON COLLEGES

Executive Director
Gordon W. Sweet
Chairman
Thomas G. Carpenter, President, Memphis State University,
Memphis, Tennessee

The Commission on Colleges was established in 1917 as the Commission on Institutions of Higher Education. The present title was adopted in 1961.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible degree-granting institutions in the Southern region which includes the states of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia; also accredits eligible institutions in Central and South America.

NUMBER OF ACCREDITED INSTITUTIONS:

722

MEMBERSHIP: The Commission on Colleges consists of sixty-six members: two persons from each state and six persons at large from Level II-V member institutions; fifteen persons from Level I member institutions; one person from a member school in each state, seven persons elected at large from member institutions; and five persons from the region representing the lay public. Members of the commission are elected for terms of three years by the association after nomination by the commission and approval by the College Delegate Assembly. After two successive terms, members are ineligible to succeed themselves for the ensuing three years. Not more than one member of the commission is connected with the same institution. Professional, experienced educators comprise the membership of the commission.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be considered for accreditation, the applicant institution must be a postsecondary educational institution with the following characteristics:

(1) The institution has a charter and/or formal authority from the appropriate governmental agency or agencies to award a degree. In addition, the institution must also have appropriate authority to award any certificates and diplomas it may offer.
(2) The institution has a governing board which includes representation reflecting the public interest.
(3) The institution offers one or more degree programs of at least one academic year in length or the equivalent at the postsecondary level, with clearly defined and published educational objectives as well as a clear statement of its means for achieving them.
(4) The institution includes general education at the postsecondary level as a prerequisite to or an essential element in its principal educational programs.
(5) The institution has admission policies compatible with its stated objectives.
(6) The institution publishes and makes available to the public a summary of its latest audited financial statement which indicates fiscal resources adequate to support its offerings.
(7) The institution has completed a major portion of at least one cycle of its principal programs prior to an on-site evaluation.
(8) The institution must possess candidate for accreditation status.
(9) The institution must submit an updated Application Form.

ACCREDITATION STANDARDS AND GUIDELINES: Standards of the College Delegate Assembly of the Southern Association of Colleges and Schools, December 1977

ACREDITATION CLASSIFICATIONS: Candidate for Accreditation: Candidate for accreditation is an affiliated, nonaccredited relationship with the commission. Candidacy indicates that an institution is progressing toward accreditation. Attainment of the affiliate status does not assure accreditation. Maximum term is six years.

Accreditation: Accreditation is a status which indicates that an institution is offering its students on a satisfactory level the educational opportunities implied by its objectives. Maximum term for initial accreditation is five years and ten years thereafter.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Notice: Notice is a status in which an institution is privately notified that its accreditation status is in danger if corrective actions are not taken within one year.

Probation: Probation is a published status in which an institution is held to be in non-compliance with one or more Standards of the College Delegate Assembly.

THE ACCREDITING PROCESS:

(1) An institutional self-study is required of every institution seeking re-affirmation of accreditation, and an application form is required of every institution applying for initial accreditation.
(2) A Visiting Committee is scheduled to visit the institution following the submission of a satisfactory self-study report. The average committee consists of approximately nine members, appointed by the

commission staff. The visit is three days in length. Expenses for the visit average about $500 per committee member and are billed directly to the host institution.

(3) The Visiting Committee report is sent to the executive director of the commission and to the chief executive officer of the institution.

(4) The chief executive officer of the institution is invited to review the report and to submit a written response to the recommendations contained in the report. An institution applying for initial accreditation is invited to send representatives for an interview with the Committee on Admission to Membership. An institution applying for re-affirmation of accreditation may be invited to send representatives for an interview with the Committee on Standards and Reports.

(5) The Committee on Admission to Membership makes recommendations on initial accreditation and the Committee on Standards and Reports makes recommendations on reaffirmation of accreditation to the Executive Council of the commission.

(6) The Executive Council makes recommendations to the commission which takes final action.

(7) Notification of the accreditation decision is forwarded to the host institution approximately nine months following the committee visit.

(8) The institution may appeal an adverse decision according to established policies and procedures.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: Annual reports on enrollments and, as necessary, special reports on specific areas are requested of all institutions.

Following completion of the self-study and committee visit, and institution is requested to report each year on the implementation of the Visiting Committee's recommendations until the commission determines that further such reports are unnecessary.

Five years after the reaffirmation of accreditation, an institution must submit an interim report describing recent developments, new programs, and plans for the future.

FEES AND DUES: Fees and dues are charged according to the following schedule:

Institutional Enrollment	Annual Fee
0-499	870
500-999	1,160
1,000-1,499	1,450
1,500-2,999	1,740
3,000-9,999	2,030
10,000-19,999	2,320
20,000-and up	2,610

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS II,
COMMISSION ON OCCUPATIONAL EDUCATION INSTITUTIONS

795 PEACHTREE STREET, N.E.
ATLANTA, GEORGIA 30308
TELEPHONE: 404-897-6100

Executive Director
Bob E. Childers

President
Charles L. Payne
President, Bessemer State Technical College,
Bessemer, Alabama

The Southern Association of Colleges and Schools was established in 1895 as the Association of Colleges and Preparatory Schools of the Southern States. The present title was adopted in 1961.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON OCCUPATIONAL EDUCATION INSTITUTIONS
Executive Director
Kenneth W. Tidwell
Chairman
Phares S. Nye
Vice President, Student Services, Wake Technical College,
Raleigh, North Carolina

The Commission on Occupational Education Institutions was established in 1968 as the Committee on Occupational Education. The present title was adopted in 1971.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to non-degree granting occupational education institutions in the Southern Region which includes the states of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia. Geographic scope also includes Mexico and South America.

NUMBER OF ACCREDITED INSTITUTIONS:

191 accredited institutions
52 candidate institutions

MEMBERSHIP: The commission consists of nineteen members as follows:

2 directors of occupational education from appropriate state agencies in the Southern Association region.
1 representative from a school which is accredited by the Commission on Colleges.

1 representative from a school or system accredited by the Commission on Secondary Schools or the Commission on Elementary Schools
9 administrators of vocational-technical schools accredited by the Commission on Occupational Education Institutions.
1 occupational teacher, presently active in teaching or supervision in a school accredited by the Commission on Occupational Education Institutions.
1 system-wide director of occupational education.
2 members representing business, industry, and/or labor not currently active in an educational institution.
1 member at large.

Members of the Commission are elected by the Delegate Assembly of the Commission on Occupational Education Institutions. They are elected for terms of three years. The members after two successive terms are ineligible to succeed themselves for a period of three years. Not more than one member of the commission may be connected with the same institution.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: to be eligible to be a candidate for accreditation, a school, institute, or center must:

(1) File an application and institutional status report.
(2) Pay first year membership fee.
(3) Be a legally constituted educational institution.
(4) Have a clear emphasis on occupational education as the core of instruction.
(5) Be a non-collegiate institution of occupational education.
(6) Be located within the identified boundaries of the Southern Association of Colleges and Schools.
(7) Have undergone a preliminary review by representatives of the commission to determine that there is a reasonable expectation of accreditation (cost of visit is paid by institution).
(8) Candidate institutions demonstrating progress toward becoming accredited may remain in candidate status for a period not to exceed three years.
(9) Be approved by the commission.

ACCREDITATION STANDARDS AND GUIDELINES: "Policies and Standards of the Delegate Assembly of the Commission on Occupational Education Institutions", December 9, 1981.

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation (previously known as affiliation): This classification indiciates that an institution has voluntarily agreed to participate in a program of self-improvement and is actively progressing toward the status of accreditation. A school has three years from the initial acceptance as a candidate until it must complete a self-study and request a team to visit the school.
Accreditation: Accreditation denotes that a school has undergone an extensive self-study and team review, and has been accepted by the Delegate Assembly as meeting the standards of the Commission on Occupational Education Institutions. Accreditation is granted for a period of one year with subsequent reaffirmation scheduled for two, three, four, or five years. Each school must substantiate its accreditation annually through a report which reflects the current status of the school. Each accredited institution is authorized one vote, cast by its approved delegate, at the Delegate Assembly.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Applications for candidate or accreditation status may be postponed or denied. Accredited institutions are subject to the following:
Warned: A formal notification from the commission that a deficiency exists.
Probation: A formal notification from the commission that the institution is in violation of standards that must be corrected within one year or suffer loss of accreditation.
Dropped from Accreditation: Loss of accreditation by formal action of the Delegate Assembly as a result of continued violation of standards. Reinstatement required removal of deficiencies and reapplication for accreditation.

THE ACCREDITING PROCESS:

(1) A written application for candidate for accreditation status must be submitted by the executive head of the institution on a form prescribed by the commission.
(2) An institutional self-study is required of every institution applying for accreditation.
(3) An on-site review by a visiting team follows the submission of the self-study. The average team consists of eight members appointed by the commission. The length of the visit is three days. Expenses of the visit are assumed by the host institution and usually average about $500 per team member.
(4) A written report of the team's visit is submitted to the commission and then to the school for response.
(5) The written report, self-study report are submitted to the commission for action.
(6) Accreditation recommendations are forwarded by the commission to the Occupational Delegate Assembly for final action.
(7) Notification of the accreditation decision is forwarded to the institution immediately after the commission review, which occurs in June, September, and December of each year.
(8) Institutions that are accredited by COEI and institutions that have formally, properly, and completely made application to COEI for candidacy may appeal the following actions of the commission:
    (a) Denial of candidacy
    (b) Removal of candidacy
    (c) Decision to recommend to the Delegate Assembly that accreditation (membership) be denied
    (d) Decision to recommend to the Delegate Assembly that accreditation (membership) be discontinued

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: All institutions admitted to candidate and accredited status must file annual reports and such other reports as may be required by the commission.

ANNUAL MEMBERSHIP DUES: Annual membership dues for institutions that have been accredited by the commission are based on full-time equivalent enrollment according to the following schedule:

Full-time Equivalent Enrollment	Dues 1982-83	Dues 1983-84**
0- 249	$ 750	$ 865
250- 499	900	1,035
500- 999	1,200	1,380
1,000-1,499	1,500	1,725

1,500-1,999	1,800	2,070
2,000-2,999	1,950	2,245
3,000-4,999	1.250	2,510
5,000-9,999	2,700	3,105
10,000 and above	3,000	3,450
Candidate for accreditation	750	865

(These dues do not include the cost of institutional evaluation.)

**And each year thereafter until changed by the Board of Trustees.

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES I,
ACCREDITING COMMISSION FOR SENIOR COLLEGES AND UNIVERSITIES

RICHARDS LODGE, MILLS COLLEGE
OAKLAND, CALIFORNIA 94613
MAILING ADDRESS: P.O. BOX 9990
MILLS COLLEGE
OAKLAND, CALIFORNIA 94613
TELEPHONE: 415-632-5000

Secretary-Treasurer
Lyle E. Silverson
President
Ellis E. McCune
President California State University, Hayward

The Western Association of Schools and Colleges was organized in 1962, assuming the accrediting functions previously performed (since 1948) by the Western College Association.

POSTSECONDARY ACCREDITING BODY:

ACCREDITING COMMISSION FOR SENIOR COLLEGES
AND UNIVERSITIES
BOX 9990, MILLS COLLEGE
OAKLAND, CALIFORNIA 94613
TELEPHONE: 415-632-5000

Executive Director
Kay J. Andersen
Chairperson
David L. Cole, Professor of Psychology, Occidental College,
Los Angeles, California 90041

Accreditation was begun in this region by the Western College Association in 1949. The Western Association of Schools and Colleges was founded in 1962.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Postsecondary institutions located in California, Hawaii, Guam, and the Trust Territories, and offering one or more programs extending beyond the first two years past high school graduation.

NUMBER OF ACCREDITED INSTITUTIONS:

133 accredited institutions
10 candidate institutions

MEMBERSHIP: The Commission is not a membership organization. (The Western College Association holds an annual meeting, appoints members to the Accrediting

Commission for Senior Colleges and Universities, and conducts limited research; it is the membership organization in this region.)

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Prior to making a formal application, an institution wishing candidacy detertimes for itself whether it meets the prerequisites for consideration. The institution must:

(1) Have a charter and/or formal authority to award certificates or degrees from the appropriate governmental agency in this region. Approval must be obtained in each state or jurisdiction in which programs are offered. In California, 94310 (b) approval by the California State Department of Education is required for each degree program; for free-standing law schools, at least provisional accreditation from the Committee of Bar Examiners of the State Bar of California is required.

(2) Have a governing board which includes representation reflecting the public interest.

(3) Have employed a chief administrative officer whose full-time or major responsibility is to the institution.

(4) Offer one or more educational programs, of at least one academic year in length beyond the first two years of college, or the equivalent, with clearly defined and published education objectives appropriate to higher education in level, quality, and standards, as well as a clear statement of its means for achieving them.

(5) Have learning resources including a faculty, library, and appropriate media and learning equipment adequate for the educational programs offered, or, in lieu of a library, have made specific long-term, written arrangements for student access to such resources.

(6) Include general education at the higher education level as prerequisite to or as an essential element in its principal educational programs.

(7) Have developed evidence of basic planning for the development of the institution as well as procedures for program review and institutional improvement.

(8) Have admission policies compatible with its stated objectives.

(9) Have an adequate financial base of funding commitments. (A copy of the current budget and the prior year's audited financial statement, prepared by an outside certified public accountant who has no other relationship to the institution, must be submitted.)

(10) Have a published policy and procedure, in keeping with generally accepted practices, for refunding fees and charges to students who withdraw from enrollment.

(11) Have an honest and accurate catalog or other comparable official publication available to students and the public, setting forth purposes and objectives, entrance requirements and procedures, rules and regulations for conduct, programs and courses, degree completion requirements, full and part-time faculty and degrees held, costs, and other items relative to attending the institution or withdrawing from it.

ELIGIBILITY AND APPLICATION PROCESS FOR ACCREDITATION: An institution may apply for accredited status at any time, although a six-year period of relationship with the Commission as a Candidate for Accreditation is normal. In unusual cases, however, institutions may be permitted to apply for accredited status

without going through a period of candidacy or after maintaining candidacy for a limited period of time. To be considered for an accreditation visit, the applicant institution must have:

(1) Met all the substantive prerequisites for candidacy listed above including the Eligibility Report.
(2) Graduated at least one class which has completed a full cycle of one or more of the institution's programs prior to self-study and the on-site visit.
(3) Consulted with Commission staff to verify readiness for the visit.

In the event an institution wishes to proceed without undergoing a period of candidacy, Eligibility Report and application fees will be imposed.

ACCREDITATION STANDARDS AND GUIDELINES: Handbook of Accreditation, Revised, March, 1982.

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation: This status is an affiliated, non-accredited relationship with the commission, granted for a period of two years, renewable twice. The initial granting of candidacy indicates that, in the view of the commission, the institution meets the prerequisities for such status and appears likely to qualify for accreditation in six years or less.
Accredited Status: This status indicates that an institution is offering its students on a satisfactory level the educational opportunities implied in its objectives. The status is without time limit, but is subject to period review.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: The nature and gravity of an institutional deficiency will determine whether or not in the judgment of the Commission one of the following five negative actions should be taken:

(1) Deferral or Denial of Candidacy or Accreditation. The candidacy or accreditation of an initial applicant or reapplicant institution may be deferred or denied as defined in the following statements:
   (a) A deferral is not a final decision. It is interlocutory in nature to provide further guidance and time for the institution to correct certain deficiencies.
   (b) A denial is a final decision that is subject to review by the Commission and subsequent appeal to the Western Association of Schools and Colleges under the published policies and procedures of those two bodies.
(2) Warning. When the Commission finds that an institution has pursued a course deviating from the Commission's standards or policies to an extent that gives concern, the Commission may issue a warning to the institution to correct its deficiencies, refrain from certain activities, or initiate certain activities within a stated period of time. A warning does not affect the candidate or accredited status of the institution and will not be made public by the Commission.
(3) Probation: When a candidate or accredited institution fails to respond to conditions imposed upon it by the Commission, which may include a warning, or when it deviates significantly from the Commission's standards or policies but not to such an extent as to warrant a show cause order or withdrawal of candidacy or accreditation, the institution may be placed on probation for a specified period of time. While on probation, the institution will be subject to special scrutiny by the Commission, which may include a requirement to submit periodic prescribed reports and to receive special visits by representatives of

the Commission. If the institution has not taken steps satisfactory to the Commission to remove the cause(s) for its probation at the end of the specified time, the Commission will issue a show cause order. The candidate or accredited status of the institution continues during the probation period.

(4) Show Cause. When the Commission finds an institution to be in substantial non-compliance with its criteria or policies or when the institution has not responded to the conditions imposed by the Commission, the Commission may require the institution to show cause why its candidacy should not be terminated or be allowed to lapse or its accreditation withdrawn at the end of a stated period. In such cases, the burden of proof will rest on the institution to demonstrate why its candidacy or accreditation should be continued. The candidate or accredited status of the institution continues during the show cause period.

(5) Revocation of Candidacy or Termination of Accreditation. If, in the judgement of the Commission, an institution has not satisfactorily explained or corrected matters concerning which it has been given notice, its candidacy may be revoked or allowed to lapse or its accreditation terminated. In such case, the institution must complete again the entire accreditation process to qualify for candidacy or accreditation. Non-renewal or revocation of candidacy or termination of accreditation is subject to review and appeal under the applicable policies and procedures of the Commission and the Western Association of Schools and Colleges. If an institution's candidacy is not renewed or is revoked, or if its accreditation is terminated, and if it requests a review and later an appeal, its status will continue unchanged until the review and appeal processes have been completed. Otherwise, its candidacy or accreditation ends on the date when the time period permitting such a request expires.

Publication of Actions: The Commission will make public, when and as appropriate, through its Executive Director, and will publish in the WASC Bulletin, the national directory, and in the WASC annual Directory the status of each institution subject to a negative action. Institutions which have received public sanctions may be listed with a footnote to the effect that, "Action may be modified by the Commission review process."

In all cases of negative action, the Commission will give the institution written reasons for its decision and will work with the institution on a statement for public release (except for warning).

If an institution so conducts its affairs that they become a matter of public concern, or uses the public forum to take issue with a negative action of the Commission relating to that institution, the Commission may announce, through the Executive Director, the action taken, and the bases for that action, making public any pertinent information available to it.

THE ACCREDITING PROCESS:

(1) An institutional self-study, prepared in accordance with the Guidelines for Institutional Self-Study and the Standards for Accreditation, is an integral requirement of every institution applying for initial or continuing accreditation.

(2) An evaluation team site visit follows the submission of the self-study report. The team consists of approximately 3 to 17 members. The chairman is appointed by the commission. The staf appoints the team

members. A staff member may accompany the team for a portion of the visit. The average visit is three days in length.

(3) A written report of the team's visit is submitted simultaneously to the institution and the commission.

(4) The institution submits a written response to the commission presenting its reaction to the team report.

(5) The commissions makes the decision on accreditation after considering the institutional self-study report, the team report, its recommendation on accreditation, and other relevant matters.

(6) The Executive Director notifies the institution following the commission meeting. The commission meets in February and June to take institutional action.

(7) Within thirty days after an institution has received notification of a negative decision regarding its candidacy or accreditation, the institution may request the commission to review the action at its next regular meeting.

(8) An institution which, after availing itself of the review procedures, still believes itself aggrieved by the commission's denial or withdrawal of candidacy or accreditation, may appeal such action within thirty days of receipt of notice therefore to the president of the Western Association of Schools and Colleges.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: A brief annual report is required from each candidate and each accredited institution. If at any time a substantial change in the nature of an institution is contemplated, the institution is required to inform the commission in advance. If the commission determines that the change is substantive a report is required and the commission may send representatives to visit the institution, make a re-evaluation, and submit a report.

ACCREDITATION FEES; Annual fees are based on enrollment and run from $800 to $3,500 per year. The institution is responsible for the out-of-pocket travel expenses of the team of evaluators during an on-site visit. For application and other special fees, see Handbook of Accreditation (revised March 1982). (Page 185.)

WESTERN ASSOCIATION SCHOOLS AND COLLEGES II,
ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES

1614 ROLLINS ROAD
BURLINGAME, CALIFORNIA 94010
TELEPHONE: 415-697-7711

Secretary-Treasurer
Lyle Silverson
President
Ellis E. McCune
President, California State University, Hayward

The Western Association of Schools and Colleges was organized in 1962, assuming the accrediting functions previously performed (since 1948) by the Western College Association.

POSTSECONDARY ACCREDITING BODY:

ACCREDITING COMMISSION FOR COMMUNITY
AND JUNIOR COLLEGES
9053 SOQUEL DRIVE
APTOS, CALIFORNIA 95003
TELEPHONE: 408-688-7575

Executive Director
Robert E. Swenson
Chairperson
John Petersen
Superintendent/President, Cabrillo College,
Aptos, California

The Accrediting Commission for Community and Junior Colleges was established in 1962.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible institutions offering programs leading to postsecondary certificates, diplomas, or associate degrees; geographic scope includes California, Hawaii, Guam, American Samoa, and the Trust Territories.

NUMBER OF ACCREDITED INSTITUTIONS:

131 accredited institutions
11 candidate institutions

MEMBERSHIP: The Accrediting Commission for Community and Junior Colleges is composed of:

7 members from accredited institutions
3 members representing related associations, etc.
3 public representatives

1 representative from California state agency
1 representative from University of Hawaii
15 TOTAL

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accredited institutions are members of the Western Association of Schools and Colleges.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible for candidacy status, an institution must:

(1) Have a charter and/or formal authority from the appropriate governmental agency to award a certificate, diploma, or degree. Where the appropriate governmental agency has only very minimum standards or requirements, but at the same time has a secondary or higher level of approval, the commission will expect institutions to have met the higher standards and secured the secondary level of approval.
(2) Have a governing board which includes representatives reflecting the public interest.
(3) Have employed a chief administrative officer.
(4) Public educational objectives appropriate to postsecondary education in level, quality, and standards, and provide a clear statement of its means of achieving those objectives.
(5) Offer one or more educational programs, of at least one academic year in length or the equivalent, at the postsecondary level.
(6) Require for its degree programs that at least 25% of the units or courses be in general education at the postsecondary level. The general education component should include demonstrated competence in writing and computational skills, and an introduction to some of the major areas of knowledge.
(7) Have learning resources including a faculty and library adequate for the educational programs offered or, in lieu of a library, have made specific long term arrangements for student access of such resources.
(8) Have developed a preliminary sruvey or evidence of basic planning for the development of the institution.
(9) Have admission policies compatible with its stated objectives.
(10) Have established an adequate financial base of funding commitments and submit a copy of its current budget and a copy of its current audited financial statement prepared by a certified public accountant. The audit must be certified and any qualifications explained. It is recommended that the auditor employ as a guide, Audits of Colleges and Universities, published by the American Institute of Certified Public Accountants.
(11) Have published policies and procedures, in keeping with generally accepted practices, for refunding fees and charges to students who withdraw from enrollment, and for dealing with student grievances.
(12) Have a catalogue and other appropriate official publications available to students and public, setting forth purposes and objectives; entrance requirements and procedures; rules and regulations; programs and courses; degree completion requirements; costs; and other items relative to attending the institution or withdrawing from it.

ACCREDITATION AND GUIDELINES: Handbook of Accreditation, Revised, January, 1981.

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation: Candidate for Accreditation is a status of preliminary affiliation with the commission,

initially awarded for two years, following a specified procedure for institutional self-study and on-site visitation. Candidacy is subject to renewal. Candidacy is not accreditation and does not assure eventual accreditation. It is an indication that the institution is progressing toward accreditation.

Accreditation: Accreditation is a status which indicates that an institution is offering its students, on a satisfactory level, the educational opportunities implied in its objectives.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Candidacy or Accreditation Withheld - The candidacy or accreditation of an initial applicant or reapplicant institution may be withheld by a deferral or a denial.
A deferral is not a final decision. It is interlocutory in nature to provide further guidance and time for the institutions to correct certain deficiencies.
A denial is a final decision which is subject to review by the commission and subsequent appeal according to published policies and procedures.
Warning - When the commission finds that an institution has pursued a course deviating from the commission's criteria or policies to an extent that gives concern to the commission, it may issue a warning to the institution to correct its deficiencies, refrain from certain activities, or initiate certain activities with a stated time period. A warning does not affect the candidate or accredited status of the institution.
Probation - When a candidate or accredited institution fails to respond to conditions imposed upon it by the commission, including a warning, or when it deviates significantly from the commission's criteria or policies but not to such an extent as to warrant a show cause order or the withdrawal of candidacy or accreditation, it may be placed on probation for a specified period of time. Probation does not affect the candidate or accredited status of the institution.
Show Cause - When the commission finds an institution to be in substantial non-compliance with its criteria or policies or when the institution has not responded by the conditions imposed by the commission, the commission may ask the institution to show cause why its candidacy should not be terminated or be allowed to lapse or its accreditation withdrawn at the end of a stated period. In such cases, the burden of proof will rest on the institution to demonstrate why its candidacy or accreditation should be continued. A show cause order does not affect the candidate or accredited status of the institution.
Revocation of Candidacy or Termination of Accreditation - If, in the judgment of the commission, an institution has not satisfactorily explained or corrected matters concerning which it has been given notice, its candidacy may be revoked or allowed to lapse or its accreditation terminated.

THE ACCREDITING PROCESS:

(1) An institutional self-study, prepared in accordance with the guidelines for institutional self-study, is an integral requirement of every institution applying for initial or continuing accreditation.
(2) An on-site evaluation team visit follows the submission of the self-study report. The team consists of approximately 6 to 8 members appointed by the commission's staff. A state agency representative usually accompanies the team as an observer. The average visit is three days in length. Expenses of the visit are covered by an evaluation fee assessed to the host institution.
(3) A written report of the team's visit is submitted simultaneously to the institution and the commission.
(4) The institution may submit a written response to the commission presenting its reaction to the team report.

(5) The commission makes the decision on accreditation after considering the institutional self-study report, the team report, its recommendations on accreditation, and other relevant matters.
(6) The executive director notifies the institution of the commission's decision approximately 2 to 3 months following the team visit.
(7) Within thirty days after an institution has received notification of a negative commission decision regarding its candidacy or accreditation, the institution may request the commission to review the action at its next regular meeting.
(8) An institution which, after availing itself of the review procedure, still believes itself aggrieved by the commission's denial or withdrawal of candidacy or accreditation, may appeal such action within thirty days of receipt of notice therefore to the President of the Western Association of Schools and Colleges.

PROCEDURES REQUIRED FOR ACCREDITED INSTITUTIONS: A brief annual report is required from each candidate and each accredited institution. If at any time a substantial change in the nature of an institution is comtemplated, the institution is required to inform the commission in advance. The Commission of Jurisdiction may send representatives to visit the institution, make a re-evaluation, and submit a report.

FEE SCHEDULE:

Annual (all candidate and accredited institutions)

Enrollment (FTE or ADA[1])	1982-83
0 - 999	$ 600
1000 - 1999	800
2000 - 4999	1,000
5000 - 9999	1,200
10,000 - over	1,400

Eligibility Review Charge

A charge for the review of application materials to determine eligibility for candidate status.	100

Evaluation Service Charge[2] (Candidacy) 1,100

Evaluation Service Charge[2] (Initial Accreditation or Reaffirmation with Comprehensive Visit - California Institutions)

Enrollment (FTE or ADA[1])

0 - 1999	2,400
2,000 - 9999	3,000
10,000 - over	3,600

Under 1000 (Special Purpose Institution[3]) 1,200

55

Evaluation Service Charge[2]
(5th Year Options-California) 1,200

System or District Evaluations

Actual expenses of the team visit plus an amount to cover the special costs to the ACCJC office (to be set based on approved district or system plan).

Special Visits

Actual team expenses.

Note

(1) ADA - Average Daily Attendance
FTE - Full-time Equivalent

(2) Hawaii institutions pay double the standard charge because of travel costs. Other Pacific area institutions pay actual team expenses associated with the visit.

(3) Special purpose institutions under 1000 FTE with programs in not more than three fields.

SPECIALIZED ACCREDITING BODIES

ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY

(formerly Engineers' Council for Professional Development)

345 EAST 47TH STREET
NEW YORK, NEW YORK 10017
TELEPHONE: 212-705-7685

Executive Director
David R. Reyes-Guerra, P.E.

President
William H. Corcoran, Institute Professor,
California Institute of Technology

The Accreditation Board for Engineering and Technology, formerly the Engineers' Council for Professional Development was established in 1932 by the joint sponsorship of seven participating engineering societies. The Board currently represents the following associations: Participating Bodies--American Academy of Environmental Engineers (AAEE), American Congress on Surveying and Mapping (ACSM), American Institute of Aeronautics and Astronautics, Inc. (AIAA), American Institute of Chemical Engineers (AIChE), American Institute of Industrial Engineers, Inc. (AIIE), American Institute of Mining, Metallurgical and Petroleum Engineers (AIME), American Nuclear Society (ANS), American Society of Agricultural Engineers (ASAE), American Society of Civil Engineeers (ASCE), American Society for Engineering Education (ASEE), American Society of Heating, Refrigeration and Air-Conditioning Engineers, Inc. (ASHRAE), The American Society of Mechanical Engineers (ASME), The Institute of Electrical and Electronics Engineers, Inc. (IEEE), National Council of Engineering Examiners (NCEE), National Institute of Ceramic Engineers (NICE), National Society of Professional Engineers (NSPE), Society of Automotive Engineers (SAE), Society of Manufacturing Engineers (SME), Society of Naval Architects and Marine Engineers (SNAME); Member Bodies--American Society for Metals (ASM), Society of Plastics Engineers (SPE).

POSTSECONDARY ACCREDITING BODIES:

ENGINEERING ACCREDITATION COMMISSION
(formerly Engineering Education and Accreditation Committee)
Accreditation Director
John D. Alden
Chairperson
Robert L. Young, University of Tennessee
Space Institute, Tullahoma, Tennessee

TECHNOLOGY ACCREDITATION COMMISSION
(formerly Engineering Technology Committee)
Accreditation Director
John D. Alden
Chairperson
E. Leon Dunning, School of Engineering Technology
and Engineering, The University of Tennessee at Martin,
Martin, Tennessee

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Programs in engineering and engineering technology. Geographic scope includes U.S., Puerto Rico, and the territories and possessions.

NUMBER OF ACCREDITED PROGRAMS:

1302 engineering programs
670 engineering technology programs

MEMBERSHIP: The Engineering Accreditation Commission consists of:
38 representatives from Participating Bodies
5 officers

The Technology Accreditation Commission consists of:
22 representives from Participating Bodies
7 officers

Members of both commissions are appointed upon the basis of their academic qualifications, professional leadership, and accrediting experience. Members are appointed by the ABET Board of Directors with the concurrence of the Participating Bodies. Term of membership is one year with five successive terms permitted for members, not including officers.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:
(1) Institutions must offer degrees in engineering or engineering technology.
(2) A program must have graduated sstudents by the time the ABET takes action.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Graduation from an accredited program is required for membership in all engineering societies represented on the Board. Exceptions and special requirements are made for graduates of non-accredited programs.

ACCREDITATION AND LICENSURE: Engineering licensure in all U.S. states and territories requires graduation from an accredited program or one recognized by the licensing board. Provision is made for graduates of other programs to be licensed on the basis of a written examination and deminstration of engineering experience.

ACCREDITATION STANDARDS AND GUIDELINES: "Criteria for Accrediting Programs in Engineering in the United States", October, 1981.
"Criteria for Accrediting Programs in Engineering Technology", October, 1981.

ACCREDITATION CLASSIFICATIONS: Early Recognition as Candidate for Accreditation: Applies only to engineering technology programs which are in the process of developing toward regular accreditation. Term is one year with two successive terms permitted on the basis of progress reports. (Not available to new programs after 1979-80.)
Accredited: Applies to engineeering and engineering technology programs which meet criteria for accreditation. Term is for up to six years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Applications for early recognition or full accreditation may be deferred or denied, after full deliberation and in accord with due process. A recommendation for a "show cause" action may be made for those programs failing to meet minimum criteria which, presumptively, cannot be corrected without drastic action. Such programs are generally allotted a three-years period (two years for engineering technology) in which to correct deficiencies. If, after re-evaluation, the ABET finds that the program still falls below minimum criteria, re-accreditation will be denied.

THE ACCREDITING PROCESS:

(1) The accreditation process is initiated by request of the chief executive officer of an institution who notifies the ABET of the names of those programs to be evaluated.
(2) A self-assessment questionnaire must be submitted by each program applying for accreditation or re-accreditation.
(3) An on-site evaluation team visit follows the submission of a satisfactory self-survey. The average team consists of three to five members and represents a balance of representatives from industry, education, evaluators with prior visiting experience, and observers. The normal duration of the visit is three days.
(4) A preliminary draft of the team's report is submitted to the institution for comment on its factual accuracy. Such comments together with any additional documentation pertaining to the program(s) under evaluation are incorporated into the record.
(5) The appropriate accrediting commission considers the report and takes accreditation action.
(6) Notification of the accreditation action taken is transmitted to the president or chief administrative officer of the institution by the president of ABET approximately seven months following the team visit. The institution also receives a comprehensive statement describing the findings of ABET on each program evaluation. The statement details program strengths and weaknesses and, if required, indicates changes that would bring the program(s) into compliance with ABET criteria.
(7) Institutions have the right to question accreditation actions. Institution officials who disagree with the ABET decision may either appeal a "not to accredit" action or make a request for a clarification of the action taken. Appeals are heard and decided by the ABET Board of Directors.
(8) A statement on policies and procedures of appeal is published and available upon request.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS:

(1) An institution shall inform the ABET as soon as possible when it changes the title or content of an accredited program. When the new title or content alters the basis upon which the program was initially accredited, it shall be treated as a new program seeking accreditation and the appropriate procedures for such evaluation shall be followed.
(2) Accredited programs are required to submit such interim reports as may be requested.

FEES AND DUES: An evaluation fee of $925 per team member is charged to the host institution to cover the average costs of travel, housing, and meals for evaluation team members.

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS

29089 U.S. 20 WEST OAK MANOR OFFICES
ELKHART, INDIANA 46514
TELEPHONE: 219-293-0124

Administrator
Hugh A. Woosley
Chairperson
Roger D. Barry, Ph.D.
Professor-Chemistry Department
Northern Michigan University
Marquette, Michigan 49855

The Accrediting Bureau of Health Education Schools was established in 1964 by the American Medical Technologists as the Accrediting Bureau of Medical Technology Schools. The name was changed in 1968 to Accrediting Bureau of Medical Laboratory Schools. The present title was adopted in 1978.

POSTSECONDARY ACCREDITING BODY:

BOARD OF COMMISSIONERS

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits programs for medical laboratory technicians and medical assistants culminating in diplomas/certificates or associate degrees; geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS: 83 medical assistant programs; 34 medical laboratory technician programs

MEMBERSHIP: The Board of Commissioners consists of:

3 commissioners selected by the schools accredited by the bureau, at least one of whom shall not be associated as owner, employee, consultant, director, creditor, shareholder, or in any capacity whatever with any school (other than a college, junior college, or university accredited by a regional accrediting agency) offering medical technology courses, and none of whom shall be medical technologists or medical laboratory technicians.

3 commissioners selected by the Board of Directors of American Medical Technologists, at least one of whom shall not be an AMT registrant.

3 commissioners selected by the bureau itself, none of whom shall be associated as owner, employee, consultant, director, creditor, shareholder, or in any capacity whatever with any school (other than a college, junior college, or university accredited by a regional accrediting agency) and none of whom shall be medical technologists or medical laboratory technicians.

Term of membership is three years. Commissioners who are appointed by the Board of Directors of American Medical Technologists may not serve for more than two consecutive terms with exception of the elected outside

mmissioner. All other commissioners may serve as many times as they are ppointed.

ACCRE[illegible]TATION AND PROFESSIONAL MEMBERSHIP: Graduation from an accredited program is a [illegible]erequisite for membership in the American Medical Technologists Regi[illegible]try as a [illegible]egistered Medical Assistant or a Registered Medical Laboratory Technician.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A school is eligible to apply for accreditation if it meets the following criteria:

(1) It is located in the United States or its territories.
(2) It is an institution whose principal effort is educational in nature and is either a hospital or laboratory training school (for MLT programs), a postsecondary vocational school (non-profit or for profit), a postsecondary school, or junior and community college. Federally sponsored programs in the armed forces, V.A. hospitals, and rehabilitation institutions may apply if they so desire.
(3) It is a resident educational institution.
(4) It is properly licensed or chartered under the laws and regulations of its state, where such laws exist.
(5) It has been in successful operation as a school for two years or more in an educational field(s) and has graduated at least one class upon which to base assessment.
(6) The programs are considered to be at the postsecondary level.
(7) The program of courses (for medical laboratory technicians) consists of at least 1500 clock hours covering one year in length or an associate degree from a community/junior college. The program of courses for medical assistants consists of six months (24 weeks) of full-time training.
(8) A licensed physician is a liaison member of the school staff and faculty in a consultant capacity.
(9) It has a qualified administrative staff and teaching faculty.
(10) A suitable program providing the student with additional clinical laboratory experience is in effect with an approved laboratory. In addition, the school must show evidence that there is in effect a procedure by which the progress of the student in the clinical situation is evaluated (medical laboratory technician programs) The school must show evidence that there is in effect a procedure by which the progress of graduates in work situations is evaluated (medical assistant program).
(11) Hospital or laboratory training programs must have qualified instructors and regularly scheduled classroom and residence-type instructional programs in medical laboratory subjects which are beyond an on-the-job program (medical laboratory technician programs).
(12) The institution must demonstrate financial stability to insure continuity of operation.
(13) As a factor in determining the quality of instruction received during their training, records of graduates from accredited schools who take the AMT certification examination or other examinations approved by the bureau will be assessed on a regular basis to help determine effectiveness of the training programs in specific schools. Such records would be maintained on a continuous and cumulative basis so that, over a period of years, changes in profile of school success can be easily identified for inquiry and follow-up as appropriate.

(14) Compliance with the standards established for accreditation.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards for Accrediting Schools for Medical Assistance Education" in Manual for Medical Assistant Education, 1978. "Standards for Accrediting Schools for Medical Laboratory Technician Education" in Manual for Medical Laboratory Technician Programs, 1978.

ACCREDITATION CLASSIFICATIONS: Accreditation: Granted to programs which evidence substantial compliance with accrediting standards and requirements. Maximum term is six years.
Provisional Accreditation: Granted to programs pending an answer to the bureau's request for additional information, progress reports, or supplementary materials.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: The bureau may take any of the following adverse actions/decisions.

(1) Defer accrediting pending submission of additional evidence or material.
(2) Deny accreditation, supplying a full list of particulars and conditions to be met before a reapplication for accreditation is considered (right of appeal).
(3) Request an accredited institution to show cause why it should not be deleted from the list of accredited schools.
(4) Withdraw accreditation; delete an accredited school from the accredited list, providing therewith a bill of particulars to be met prior to reapplication (right of appeal).

THE ACCREDITING PROCESS:

(1) A school interested in applying for accreditation submits an Application for Accreditation and an application fee of $100.
(2) All schools applying for initial accreditation or reaffirmation of accreditation are required to complete a self-evaluation report, according to a format prescribed by the bureau.
(3) An on-site visit by an evaluation team follows the submission of the self-evaluation report. The average team consists of three members appointed by the bureau's staff. The duration of the visit is 1 to 2 days. Expenses of the visit are approximately $200 to $300 per member and are billed directly to the host institution. If the team visits one or more schools in the same region, the costs are shared proportionately.
(4) The chairperson of the visiting team forwards a report to the chief executive of the school which describes areas of strength, areas needing improvement, possible non-compliance with published standards and policies, and suggested means of improvement.
(5) The school has a reasonable time to comment upon the factual elements of the report and to submit any additional written materials it desires to place before the commissioners in response to the report.
(6) The school has an opportunity to make an oral presentation to the commissioners at the meeting at which its application is presented. The oral presentation is based on the team report and the written materials submitted by the school.
(7) The commissioners study all available material and arrive at an accreditation decision.
(8) Notification of the accreditation decision is forwarded to the school approximately three months following the team visit.

(9) The school may appeal the action of the commissioners according to the statement of appeals policies and procedures published by the Bureau.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Accredited programs are required to submit annual reports in a format prescribed by the bureau. The bureau may request re-examination or written data concerning the school and its program of activities at all such times as it may deem necessary to insure maintenance of standards.

FEES:

Application fee $100

Annual fee schedule for medical laboratory technician programs (based on total enrollment)

Group I	1 - 10 students	$250
Group II	11 - 25 students	$350
Group III	26 - 50 students	$500
Group IV	51 - 75 students	$750
Group V	76 + students	$900

Annual fee schedule for medical assistant programs (based on total enrollment)

Group I	1 - 25 students	$300
Group II	26 - 50 students	$350
Group III	51 - 75 students	$475
Group IV	76 - 100 students	$525
Group V	101 - 125 students	$625
Group VI	126 - 150 students	$725
Group VII	151 - 175 students	$825
Group VIII	176 + students	$1,000

ACCREDITING COMMISSION ON EDUCATION FOR HEALTH SERVICES ADMINISTRATION

ONE DUPONT CIRCLE, SUITE 420
WASHINGTON, D.C. 20036
TELEPHONE: 202-659-3939

Executive Secretary
Gary L. Filerman
Chairman
John H. Westerman
President
Allegheny Health, Education, and Research Corporation
Vice-Chairman
Edyth H. Schoenrich, MD
Associate Dean
School of Hygiene and Public Health
The John Hopkins University

The Accrediting Commission on Education for Health Services Administration evolved from a peer review process conducted by the Association of University Programs in Health Administration (AUPHA) from 1948 to 1968. It was established in 1968 as the Accrediting Commission on Graduate Education for Hospital Administration by the American Hospital Association (AHA), American College of Hospital Administrators (ACHA), American Public Health Association (APHA), and the Association of University Programs in Health Administration. The present title and scope of accreditation were adopted in 1976.

Current Sponsoring associations include the four named above plus the American College of Nursing Home Administrators (ACNHA), American College of Medical Group Administrators (ACMGA), Association of Mental Health Administrators (AMHA), and the American Health Planning Association (AHPA).

RECOGNITION STATUS: Members of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Graduate programs in health services administration, health planning, and health policy analysis. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS: 51

MEMBERSHIP: The composition of the Commission is:

1 representative of the American College of Hospital Administrators
1 representative of the American Hospital Association
1 representative of the American Public Health Association
1 representative of the American College of Nursing Home Administrators
4 representatives of the Association of University Programs in Health Administration

1 representative of the American College of Medical Group Administrators
1 representative of the American Planning Association
1 representative of the Association of Mental Health Administrators
2 public representatives

13 TOTAL MEMBERS

Members are appointed by the participating organizations, with the exception of the public members who are appointed by the Commission. Term of membership is three years with two successive terms permitted. Members may or may not be affiliated with a member organization.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation is a prerequisite for full institutional membership in the Association of University Programs in Health Administration (AUPHA). Non-accredited programs may be associate members in AUPHA. Graduation from an accredited program gives an individual advanced standing in the American College of Hospital Administrators.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION:

(1) The graduate program shall clearly establish health services administration, health planning, or health policy analysis as a major course of study for the master's degree, and shall be so listed in the university catalog.
(2) The applicant graduate program in health services administration, health planning, or health policy analysis must have graduated at least one class and awarded the appropriate master's degree. (The Canadian Diploma in Hospital Administration is considered equivalent to the master's degree.)
(3) The graduate program shall be a part of an institution of higher learning which is accredited by its regional accrediting agency.
(4) If the program is located in a specialized graduate school (such as the medical school, the school of public health, or the school of business administration) within the university, that school should be accredited by the appropriate recognized specialized accrediting agency. (In the event of absence of such accreditation, a determination is made as to the extent to which lack of accreditation is detrimental to the quality of the program.)

ACCREDITATION STANDARDS AND GUIDELINES: Criteria for a Graduate Program in Health Services Administration, July 1, 1982.

ACCREDITATION CLASSIFICATIONS: The commission maintains two levels of accreditation status: (1) accredited programs and (2) non-accredited programs. The commission does not formally employ a probationary status, but graduate programs may be accredited for a shorter than normal period, which is seven years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Application for accreditation may be withdrawn from a previously accredited program for cause deemed sufficient by the commission. A program which fails to receive initial accreditation or reaccreditation or which has had accreditation revoked shall be entitled to appeal in accordance with the approved statement of appeal process.

THE ACCREDITING PROCESS:

(1) When a program seeks accreditation, the program director or chairman forwards an official request for an accreditation review to the commission's executive secretary one year prior to anticipated date of review.

(2) A program applying for initial accreditation or for reaccreditation must complete and submit a survey instrument not less than thirty days before the anticipated survey.

(3) A committee on-site visit follows the submission of a satisfactory survey instrument. The visiting committee consists of a commissioner who serves as chairman and at least one director or senior faculty member from an accredited graduate program. The executive secretary of the commission or his representative serves as secretary of the committee. The average duration of the visit is two days. Expenses of the visit average approximately $500 per member and are assumed by the host institution for initial accreditation visits. Initial applications also involve a $500 service charge. A resurvey fee of $250 is charged to programs visited for reaccreditation.

(4) The visiting committee submits a written report to the commission and to the chief administrative officer of the university or his designated representative and to the director of the program, who are invited to review the report for accuracy and completeness. The university may at this point submit additional or clarifying information which it wishes to have taken into consideration by the commission when acting upon the committee's report.

(5) The executive secretary formally notifies the chief administrative officer of the university and the director of the program of the commission's action and recommendations and forwards a copy of the committee's report, as approved by the commission, to the chief administrative officer of the university and the program director.

(6) The executive secretary notifies the appropriate regional association, the Council on Postsecondary Accreditation and the U.S. Department of Education, and the member organizations of the commission's action.

(7) The commission publishes a formal policy statement on appeal procedures of adverse decisions.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Accredited programs may be required to submit such progress or interim reports as determined by the commission.

ACCREDITATION FEES: The schedule of accreditation charges, effective July 1, 1982, is as follows:

(1) Initial accreditation survey: processing charge $500; the program is also responsible for the direct expenses of the four members of the visiting committee.

(2) Resurvey visits: service fee for full resurveys $250.

(3) Annual listing fee: the annual listing fee for accredited programs is $200.

(4) Site visit fee: $100.

AMERICAN ASSEMBLY OF COLLEGIATE SCHOOLS OF BUSINESS

11500 OLIVE BOULEVARD, SUITE 142
ST. LOUIS, MISSOURI 63141
TELEPHONE: 314-872-8481

Executive Vice President
William K. Laidlaw, Jr.

President
Lawrence E. McKibbin, Dean, College of Business Administration, University of Oklahoma

Vice President and President-Elect
Richard R. Weeks, Dean, College of Business Administration, University of Rhode Island

The American Assembly of Collegiate Schools of Business was established in 1916 as the American Association of Collegiate Schools of Business. The present title was adopted in 1972.

POSTSECONDARY ACCREDITING BODY:

ACCREDITATION COUNCIL
Director of Accreditation
Ronald R. Slone
Associate Director, Accounting Accreditation
Barbara P. Huff

The Accreditation Council was established in 1972 and assumed the responsibility for evaluation and accreditation which had been performed by the association since 1919. In 1982, the Accreditation Council undertook the accreditation of accounting programs meeting standards in addition to those employed for business administration accreditation.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants accreditation to baccalaureate and master's degree programs in business administration and management. Also grants accreditation of baccalaureate and master's degree programs in accounting. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED UNITS:

231 Business Administration accreditation
18 Accounting accreditation

MEMBERSHIP: The Accreditation Council is a division of the AACSB, composed of collegiate institutions offering programs of instruction at the baccalaureate or masters level(s) accredited by the council. Within the corporation, the Accreditation Council has sole jurisdiction over accreditation standards,

procedures, and decisions; admission of institutions to membership in the Accreditation Council; the probation or suspension of council members; and all other matters pertaining to accreditation.
The Executive Committee recommends membership to the Accreditation Council. The committee is composed of three members of the Board of Directors, two members representing the public, and the chairpersons of such other committees authorized by the president and reporting to the Executive Committee. Except for public members and professional practitioners, members of the Executive Committee must represent accredited schools and must have prior accreditation experience. All members are appointed annually by the president of AACSB. There is no restriction on the number of consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: As a precondition for accreditation, the school or college shall:

(1) Be an autonomous degree-recommending school or college reporting to the central administration in the same manner as do all other autonomous degree-recommending units of the institution; academic units with designations other than school or college will be considered for accreditation only if the designation is common to all degree-recommending units in the parent institution and the academic units are essentially identical to units commonly identified as schools or colleges.

(2) Have as its primary mission education for business administration.

(3) Have an intellectual climate which encourages and supports the offering of programs of high academic quality.

(4) Be in an institution accredited by an institutional accrediting body recognized by the Council on Postsecondary Accreditation (COPA).

(5) Have business administration programs which habe been established and in operation for such a period of time as to make possible an evaluation of their quality and be expected to demonstrate compliance with the Standards during the self-study year, as well as the year of visitation, of the accreditation process.
In judging "...such a period of time..." factors to be examined are the following: number of years the school has been awarding degrees in business administration (under any title), how many degrees it has already awarded, the number of students currently enrolled, the trend of enrollments where present enrollment is low, continuity of curriculum, faculty, and administration of the school, and other factors deemed relevant.

(6) Have an educational environment which permits the schools to pursue acceptable objectives with a minimum of external interference or diversion of effort.

(7) Have a dean or administrative head who has jurisdiction or participating control over all business administration programs and business administration faculty. However, where accounting programs are administered as autonomous degree-recommending units, this requirement may be waived provided the accounting unit has achieved AACSB accreditation.

ACCREDITATION STANDARDS AND GUIDELINES: "Accreditation Standards and Guidelines" in "AACSB Accreditation Council Policies, Procedures and Standards, 1982-83."

ACCREDITATION CLASSIFICATIONS: Letter of Intent: The letter of intent shall indicate the level of accreditation sought (baccalaureate and/or masters) and

shall state that the written self-study report will be submitted by June 1 of the next calendar year.
Accredited Status: Granted to institutions which indicate compliance with the standards for accreditation. A resurvey is required every five years and a revisitation every ten years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Deferral of Initial Accreditation Decision: If the applicant school has disconformities with the standards or there are issues which can be resolved within one calendar year, but which preclude immediate accreditation, the school's application may be deferred until the next annual meeting of the Accreditation Council. The school will be required to report actions taken to correct the disconformities. If the school remedies the deficiencies, it will be recommended for accreditation. If the deficiencies continue to exist, accreditation will be denied.
Denial of Accreditation: If the applicant school has disconformities with the standards which cannot be remedied within one calendar year, the applicant school will not be accredited. There should be at least one intervening year between denial of accreditation and the initiation of a new application for accreditation.
Probation and Suspension: A school which does not maintain accreditation standards may be placed on annual probation for a period not to exceed three years. If the school does not rectify disconformities during this period, its accredited status will be suspended. However, when an accredited school does not immediately meet the requirements of revised standards or guidelines, a reasonable period shall be permitted for conformity thereto without incurrence of probation or suspension. Suspension may be imposed for cause without a prior period of probation. Suspension of an institution's accreditation shall be made known to any interested party and reflected by its omission from the list of Accreditation Council members published by the AACSB. Decisions to place member institutions on probation shall be kept on a strictly confidential basis.

THE ACCREDITING PROCESS:

(1) A letter of intent must be submitted, indicating the level of accreditation sought (baccalaureate and/or master's).
(2) A self-study report must be submitted. An application fee of $2250 for one level of accreditation is charged; $3000 for two levels of accreditation.
(3) A written analysis of the self-study report is forwarded to the applicant institution.
(4) An on-site evaluation team visit follows the submission and analysis of the self-study report. The team is composed of three to four members who are appointed with every possible consideration of the nature of the applicant school. The usual duration of the visit is 2½ to 3 days. Expenses of the visit are assumed by the host institution and usually average about $600 per team member. A $2250 continuing analysis fee, regardless of whether one or both levels of accreditation are sought, is charged for schools having an on-site visit.
(5) The report of the findings of the team, including the institution's strengths and weaknesses, is forwarded to the chief executive officer and head of the business unit. The institution may file a written response within two weeks of the receipt of the team's report.
(6) The Initial Accreditation Committee or the Accounting Accreditation Committee considers the self-study report, the visitation team report, and the applicant's response. There is opportunity for conference of the committee with representatives of the institution.

(7) The Initial Accreditation Committee or the Accounting Accreditation Committee recommends accreditation to the Executive Committee.
(8) The Executive Committee recommends accreditation action to the Accreditation Council.
(9) A report of the action of the Accreditation Council is forwarded to the institution at the time of the Council's annual meeting. A report of negative action includes a specific statement of reasons.
(10) An institution may avail itself of the established appeals procedure established by the Accreditation Council.

PROCEDURES REQUIRED OF ACCREDITED UNITS: An interim Self-Study (Resurvey) Report is requested of each Accreditation Council member five years after the last visitation.

ANNUAL FEES: Annual fees for AACSB member institutions holding business administration accreditation at the baccalaureate and/or master's level(s) are:

One level (baccalaureate or master's)	$1210
Two levels (baccalaureate and master's)	$1850

Additional annual fees to AACSB member institutions holding accounting accreditation are:

One level (baccalaureate or master's)	$1210
Two levels (baccalaureate and master's)	$1850

AMERICAN BAR ASSOCIATION

735 WEST NEW YORK STREET
INDIANAPOLIS, INDIANA 46202

Executive Director
  Thomas H. Gonser
President (1981-82)
  David R. Brink
  Partner in Law Firm
President-Elect
  Morris Harrell
  Partner in Law Firm

The American Bar Association was established in 1923.

POSTSECONDARY ACCREDITING BODY:

COUNCIL OF THE SECTION LEGAL EDUCATION AND ADMISSIONS
  TO THE BAR
735 WEST NEW YORK STREET
INDIANAPOLIS, INDIANA 46202
TELEPHONE: 317-264-8071; 264-4908

Consultant on Legal Education
  James P. White
Chairperson (1981-82)
  Gordon D. Schaber, Dean, McGeorge School of Law
  University of the Pacific
Chairperson-Elect
  Talbot D'Alemberte
  Partner in Law Firm
Vice-Chairperson
  Robert B. McKay, Director
  Institute for Judicial Administrator
  New York University

The Council on the Section of Legal Education and Admissions to the Bar was established in 1923.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation to law schools in the United States.

NUMBER OF ACCREDITED SCHOOLS: 173

MEMBERSHIP: The Accreditation Committee of the Section of Legal Education and Admissions to the Bar consists of:

  6 members from accredited institutions
  2 professional practitioners
  2 public members
  2 State supreme court justice
  1 State superior court judge
 13 TOTAL

Members are appointed by the chairman of the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association. The chairman notifies the membership of the section of the appointment process prior to the appointment of members of the accreditation committee, and solicits from the general membership, as well as other interested parties, the names of persons who might desire to serve as members of the committee.

Members of the accreditation committee are chosen upon the basis of their integrity, intelligence, and evidenced interest in legal education. Their participation is likely to be guided by the interests of the public and by the high standards of the legal profession, rather than any personal interest. Public members are outstanding and knowledgeable persons who are concerned about professional education and training but who do not have a current or on-going relationship with the American Bar Association. Professional members of the accreditation committee shall be persons who are knowledgeable and experienced in law and legal education. Term of membership is one year with an unlimited number of terms permitted.

ACCREDITATION AND CERTIFICATION: Graduation from a law school approved by the American Bar Association is required for admission to the bar in all states except California, Georgia, Indiana, Vermont, Washington, and Wyoming.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A university-based law school must be housed in an institution which is accredited by its regional accrediting association. A school must have completed the first academic year of its program in order to be eligible for application for provisional approval. A law school shall be organized as a non-profit educational institution and may not be operated for private profit.

ACCREDITATION STANDARDS AND GUIDELINES:

"Standards for the Approval of Law Schools" in Approval of Law Schools, American Bar Association Standards and Rules of Procedure, as amended 1977.

ACCREDITATION CLASSIFICATIONS: Provisional Approval: Granted to a school which demonstrates that it is in substantial compliance with the standards and that it will be in full compliance within three years after receiving provisional approval.
Full Approval: Granted to a school which demonstrates that it is in full compliance with the standards and has been provisionally approved for at least two years. All fully approved schools are subject to periodic re-inspections.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Applications for provisional approval may, after full deliberation and according to due process, be deferred or denied. In the case of a denial, reapplication may not be made within a ten month period. The American Bar Association has delegated to the council the responsibility for insuring continued compliance with the standards as interpreted by the council. The rules of procedure for approval of law schools by the American Bar Association provide that the accreditation committee will act on all matters relating to accreditation. Whenever the accreditation committee has reason to believe that an approved school has failed to maintain the standards or has refused requests for information or reinspection, the accreditation committee may notify the school of its apparent deficiencies and

that, if the matter is not resolved satisfactorily by routine procedures by a certain date, a notice for a hearing on a certain date shall be issued. The school is given an opportunity to appear at the hearing and to submit such evidence on the issues as it desires.
After the hearing, the accreditation committee shall make a determination as to whether the school is in compliance, and, if not, what remedial action is appropriate, including whether to recommend to the council removal of the school from the list of approved law schools. If the school is determined by the accreditation committee to be in compliance, the matter shall be concluded by proper resolution, a copy of which shall be transmitted to the school. If the school is determined not to be in compliance, the accreditation committee will place on the agenda of the next meeting of the council its recommendation that the council should recommend to the House of Delegates that the school be removed from the list of approved schools. A school may appear before the council at the meeting where the council acts upon the finding of the accreditation committee.

THE ACCREDITING PROCESS:

(1) A university, college, or other institution contemplating the creation or acquisition of a law school should complete a comprehensive feasibility study, prior to commencement of a program of instruction.
(2) A comprehensive self-study, according to the guidelines established by the council, is required of all schools undergoing inspection for reaccreditation.
(3) Upon submission of the feasibility study by applicant schools or the self-study by approved schools, an on-site inspection is scheduled. The average inspection team consists of four members appointed by the consultant on legal education. An inspection usually requires four days. The school is charged a uniform fee payable to the American Bar Association and shall reimburse the inspectors for their travel and living expenses.
(4) Following an inspection for provisional approval or full approval, a written report based upon the inspection is sent to each member of the accreditation committee and the council, and the application is placed on the agendas of the accreditation committee and the council. The written report is submitted to the chief executive officer of the institution and the dean of the inspected school for confirmation of the accuracy of the facts as stated in the report.
(5) If the school is recommended by the council for approval, the recommendation is sent to the House of Delegates for action. If the House of Delegates grants provisional approval, the chief executive officer of the institution and the dean of the law school may be sent a written report commenting on the school's strengths and weaknesses and areas of council concern and recommending means of improvement.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS: To the end that the American Bar Association Standards shall be maintained, to insure compliance and to advance the continued improvement of legal education, provisionally approved and fully approved schools will be expected to furnish to the council such information as is requested by the council and the accreditation committee.
A provisionally approved or fully approved school is expected to maintain the qualitative level which justified its approval, and to demonstrate a genuine and continuous effort to improve the quality of its educational efforts.

FEES AND DUES: A schedule of fees for the approval of law schools is obtainable from the office of the consultant on legal education upon request.

AMERICAN COUNCIL FOR CONSTRUCTION EDUCATION

BOX 1266
MANHATTAN, KANSAS 66502
TELEPHONEL 913-537-7032

Alternate Address:

1140 N.W. 63, GLENBROOK CENTRE, SUITE 511
OKLAHOMA CITY, OKLAHOMA 73116
TELEPHONE: 405-845-5531

Executive Vice President and Managing Director
Eugene Thorson
President
Dr. Don A. Halperin
University of Florida

The American Council for Construction Education was founded in June, 1974 having as the original members of incorporation the American Institute of Constructors, the Associated Schools of Construction, the Associated Builders and Contractors, Education and Research Foundation, the American Road Builders Association, the Mechanical Contractors Association, the National Constructors Association, and the National Electrical Contractors Association.

POSTSECONDARY ACCREDITING BODY:

BOARD OF TRUSTEES

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation.

SCOPE OF ACCREDITATION: Accredits four-year baccalaureate programs in construction, construction science, construction management, construction technology; geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS:

11

MEMBERSHIP: The Board of Trustees is composed of:

6	members from accredited institutions/programs
7	professional practitioners
2	members from related associations
2	public members
3	industry-at-large
20	TOTAL

All members are appointed by the Board of Trustees for one-year terms. There is no restriction on the number of consecutive terms permitted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation is a prerequisite for institutional membership in the Council.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION: To be considered for accreditation, a program in construction education must:

(1) Be located in an institution of higher learning which has been accredited by the appropriate regional accrediting agency.
(2) Have been in operation long enough to permit an objective evaluation of its education program.
(3) Offer a baccalaureate program of no less than four years with major emphasis on professional construction education.

ACCREDITATION STANDARDS AND CRITERIA: "Standards and Criteria for the Accrediting of Construction Education Programs at the Baccalaureate Level"

ACCREDITATION CLASSIFICATIONS: Accreditation: Granted to programs which demonstrate compliance with accrediting standards and requirements. Maximum term is five years.
Probationary Accreditation: When an accredited program fails to maintain acceptable standards, it may be placed on a two-year probationary accreditation status, after which another full accreditation visit must be scheduled.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Denial of Accreditation: If a program applying for initial accreditation does not evidence compliance with standards and guidelines, accreditation will be denied. In the event that initial accreditation is denied, an institution does not reapply for an accreditation visit until all noted deficiencies have been corrected.
Revocation of Accreditation: If, after a two-year probationary accreditation, the education unit fails to achieve the required standards, the accreditation may be revoked and further accreditation will not be considered until the education unit can demonstrate that it has achieved the requisite standards.

THE ACCREDITING PROCESS:
(1) The accreditation process is initiated by the institution requesting or submitting an application form. ACCE furnishes the construction unit with copies of Standards and Criteria for Accrediting of Construction Education Programs at the Baccalaureate Level and Self-Study Guide. The institution returns all appropriate forms and the fee for a site visit.
(2) The Institution submits the Self-Study which is reviewed by the Executive Vice President and the visiting team. If the program appears to meet ACCE standards, arrangements are made for the site visit. If the program does not appear to meet the standards, the Executive Vice President informs the President of the Board of Trustees, who then brings the matter before the Board at the next scheduled meeting. The institution is offered guidance service.
(3) An on-site visit by an evaluation team follows the submission of a satisfactory self-evaluation report. The average team consists of three members and may be accompanied by one to three observers. A generalist appointed by the regional accrediting association may also be a member of the team if the institution so requests. The duration of the visit is two to three days. Expenses are borne by the host institution and average approximately $275 per team member.
(4) A draft report of the team's visit is forwarded to the chief executive officer of the institution and to the construction education administrator to allow them the opportunity to review and check the report's accuracy and to file any supplemental material deemed appropriate to respond to facts and conclusions set forth in the draft report.

(5) The visiting team submits the final report of its appraisal of the construction education program and recommendations concerning its accreditation to the ACCE Committee on Accreditation. After review of the report and recommendations, the committee makes a recommendation to the Board of Trustees for formal action.

(6) If the recommendation is for an adverse decision, the president of the board notifies the chief officer of the institution of this fact and that it will be discussed at the annual meeting of the board. The purpose of this informal notification is to permit the construction unit a right to request a re-examination or reconsideration of the recommendation and submit to, or appear before, the Committee on Accreditation with additional facts and information prior to the annual meeting or such other meeting of the Board of Trustees at which final action on accreditation is taken. It also permits the institution to withdraw its request for accreditation prior to final action by the board.

(7) Following the meeting of the Board of Trustees at which action has been taken on the status of accreditation, the president writes to the chief executive officer of the institution, with copies to other appropriate persons, including the regional accrediting association, advising them of the ACCE board action. A copy of the final report is sent to the chief executive officer of the institution, the construction education administrator, and the administrator to whom the construction education administrator reports, with additional comments, emphasizing the appraisal of strengths and weaknesses, including any recommendations the Board of Trustees wishes to make.

(8) The institution has the right to appeal any recommendation on an adverse accreditation status.

PROCEDURES REQUIRED OF ACCREDITED UNITS: Between visitations, the institution is required to report to ACCE any significant changes which have taken place in the unit since the last evaluation. In the third year after accreditation, the institution must submit a complete report indicating the steps taken to meet the recommendations made in the accreditation report.

FEES AND DUES: The required fee for an initial evaluation is $1500. If the construction education unit is accredited, a yearly charge of $300 is assessed.

ACCREDITING COUNCIL ON EDUCATION
FOR JOURNALISM
AND MASS COMMUNICATION

President
Don Carter
Vice-President, Knight-Ridder Newspapers, Miami, Florida
Secretary-Treasurer
Milton Gross
Associate Dean, School of Journalism, University of Missouri, Columbia

The Accrediting Council on Education for Journalism and Mass Communications was established in 1945. Member organizations are: American Association of Schools and Departments of Journalism, American Newspaper Publishers Association, American Society of Newspaper Editors, Associated Press Broadcasters Association, Associated Press Managing Editors, Association for Education in Journalism, Broadcast Education Association, Inland Daily Press Association, International Association of Business Communicators, International Newspaper Advertising Executives, Magazine Publishers Association, National Association of Broadcasters, National Conference of Editorial Writers, National Newspaper Association, National Press Photographers Association, Public Relations Society of America, Radio-Television News Directors Association, Society of Professional Journalists/Sigma Delta Chi, Southern Newspaper Publishers Association, Western Newspaper Foundation, Women in Communication, Inc.

POSTSECONDARY ACCREDITING BODY:

ACCREDITING COMMITTEE
563 ESSEX COURT
DEERFIELD, ILLINOIS 60015
TELEPHONE: 312-948-5840
Executive Secretary
Baskett Mosse
Chairman
Doug Newsom
Department of Journalism, Texas Christian University, Fort Worth

The Accrediting Commission was established in 1946.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Evaluates and accredits professional programs (sequences) at both the undergraduate and master's degree levels. Geographic scope is national.

NUMBER OF ACCREDITED SEQUENCES: 192 at 82 schools

MEMBERSHIP: The Accrediting Committee consists of:

10 elected educators
7 elected professionals

Representatives are elected by the council on the basis of their professional and educational experience and leadership. Term of membership is three years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) Sequences and units (departments, divisions, schools, or colleges) are evaluated and accredited.
(2) The sequence and unit must be located in an institution with a four-year regionally accredited program in liberal arts and sciences.

ACCREDITATION STANDARDS AND GUIDELINES:

"Accredited Journalism and Mass Communications Education", 1979-80.
"Preparing for Journalism and Mass Communications Accreditation", 1979.

ACCREDITATION CLASSIFICATIONS: Provisional Accreditation: Applies to sequences for which accreditation is sought for the first time, but which have deficiencies that, in the opinion of ACEJMC, may be corrected within one year.
Probationary Accreditation: Applies to sequences for which reaccreditation is sought but which have deficiencies that, in the opinon of ACEJMC, may be correted within one year.
Full Accreditation: Applies to sequences which meet the standards for accreditation. Maximum term is six years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation may be deferred, denied, or withdrawn after full consideration and according to due process if, in the opinion of ACEJMC, the sequence does not meet accrediting standards.

THE ACCREDITING PROCESS:

(1) An institution may request the council to evaluate and accredit professional sequences at the undergraduate baccalaureate degree level and at the professional master's degree level.
(2) A pre-visit report and a self-study, the format for which is provided by the office of the executive secretary, must be submitted.
(3) An on-site visit by an evaluation team follows the submission of the pre-visit report and the self-study. Members of the visiting team are selected by the Accrediting Committee and include team educators and professionals. An expert in each sequence of study for which evaluation is requested is included on the team. The team averages about four members. The length of the visit is two days.
(4) A written report of the team's visit is left with the host institution at the close of the visit. The chief executive officer of the institution and the journalism school administrator are invited by the visiting team chairman to provide supplementary materials, corrections of fact, and expressions of accreditation.
(5) The report, and accompanying institutional response, is forwarded to the Accrediting Committee for consideration and then to a full meeting of ACEJMC for final action regarding the granting or withholding of accreditation.
(6) A copy of the visitor's report is sent to the school or department administrator, the administrator to whom he reports, and to the president or highest administrative officer of the institution.
(7) Notification of the accreditation decision is forwarded to the president of the institution approximately four months following the team visit.
(8) ACEJMC publishes a statement of policies and procedures for the appeal of accreditation decisions.

PROCEDURES REQUIRED OF ACCREDITED SEQUENCES: An on-site visit every six years.

FEE: Accreditation fees for 1982-83 are $500 for the unit, plus $1,500 for a single undergraduate and $2,000 for a single graduate sequence, and $700 for each additional sequence. Schools without currently accredited sequences must pay an application fee of $100 when ACEJMC is invited to conduct an evaluation. The $100 will apply on the fee for the first (or single) sequence when the evaluation is made. If the school cancels the evaluation after it has been scheduled, the $100 application fee will not be refunded. In the event a school requests an evaluation at a time differing from the ACEJMC national schedule, and the request is approved, the school shall stand the full cost of the visit if the cost exceeds the normal accreditation fees. When a school from which accreditation has been withheld requests an immediate revisit, the school must also pay the full cost of the visit if the cost exceeds the normal accreditation fees. An evaluation will not be made unless all accreditation fees are paid.

AMERICAN COUNCIL ON PHARMACEUTICAL EDUCATION

ONE EAST WACKER DRIVE
CHICAGO, ILLINOIS 60610
TELEPHONE: 312-467-6222

Executive Director
Daniel A. Nona
President
Grover C. Bowles, Jr.
Practitioner

The American Council on Pharmaceutical Education was established in 1932 by the National Association of Boards of Pharmacy, American Association of Colleges of Pharmacy, and the American Pharmaceutical Association.

SCOPE OF RECOGNITION: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation to programs leading to the first professional degree (baccalaureate or doctorate) in pharmacy.

NUMBER OF ACCREDITED PROGRAMS:
70 baccalaureate in pharmacy programs
26 doctor of pharmacy programs

MEMBERSHIP: The council is composed of ten members as follows:

3 representatives appointed by the American Association of Colleges and Pharmacy
3 representatives appointed by the American Pharmaceutical Association
3 representatives appointed by the National Association of Boards of Pharmacy
1 representative appointed by the American Council on Education
Two additional public members serve in an advisory, non-voting capacity.
Term of membership is six years with no specified policy concerning the number of consecutive terms permitted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation is a prerequisite for institutional/program membership in the American Association of Colleges of Pharmacy.

ACCREDITATION AND LICENSURE: Statutary or regulatory requirements in all states include graduation from an accredited pharmacy degree program as a prerequisite for licensure.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: The professional programs of an existing college of pharmacy in order to be eligible for accreditation must be a part of an established independent college of pharmacy or a college or school within a university or other regularly incorporated or legally empowered educational institution which meets the standards of the council.
Programs in new colleges and planned colleges and new programs in existing colleges must show evidence of reasonable assurance of meeting the council's

standards for accreditation.
While the council does not require regional accreditation to be eligible for ACPE accreditation, the seeking of such accreditation is encouraged. Colleges of pharmacy that are a part of a university or comparable institution which has lost its regional accreditation will be re-investigated by the council to determine the effect of such accreditation loss on its programs and appropriate action will be taken.

ACCREDITATION STANDARDS AND GUIDELINES: "Accreditation Standards" in ACCREDITATION MANUAL, Seventh Edition, Second Printing, 1979.

ACCREDITATION CLASSIFICATIONS: Preliminary Candidate for Accreditation: Applies to projected new colleges of pharmacy in the planning stages which have no students but which have a dean or other full-time planning officer. Status applies until students are admitted.
Candidate for Accreditation: Applies to new colleges of pharmacy that have students in one or more professional undergraduate programs but have not had a graduating class. Maximum term is two years.
Accreditation: Applies to colleges/programs which meet accrediting criteria. Maximum term is six years.
Probationary Accreditation: Applies to colleges of pharmacy whose professional programs fail to meet minimum standards. The institution is requested to "show cause" within six months why such probationary action should not be made public. If the probationary status is made public, such status may be removed through evidence, presented in writing or in person at a council meeting, that the noted deficiencies have been corrected.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: The council may fail to accredit or fail to continue to accredit a program/institution which does not exhibit compliance with the accrediting standards.

THE ACCREDITING PROCESS:

(1) Colleges applying for precandidate, candidate, or initial accreditation status are required to file an application, accompanied by an application fee.
(2) Colleges applying for re-affirmation of accreditation are required to submit a self-study according to guidelines contained in "A Guide for Self-Study of Colleges of Pharmacy".
(3) An on-site visit by a team of examiners follows the submission of the self-study. Ordinarily, at least two representatives of the council visit a college during a period of three days or more. When feasible, the size of the examining group is increased to assure the presence of a pharmacy practitioner as well as an educator. In addition, a representative of the state board of pharmacy may be invited to participate in the examination. One or more persons may be present as generalists or observers representing a regional accrediting agency if it is a mutual desire of the regional agency and the President of the institution being examined. Regularly scheduled re-examination visits are made without cost to accredited colleges.
(4) The examiners file a report of their findings and their recommendations with the secretary of the council and with the proper representatives of the regional accrediting agency, when one is involved in the examination. The report includes comments on the institution's areas of

strength, on the areas needing improvement, and on suggested means for improvement.

(5) Before action is taken by the council, the secretary transmits the examiners' report to the president of the institution and to the dean of the college for information, review of factual accuracy, and comment.

(6) The council considers the report formally at its next meeting.

(7) A copy of the report and notice of action taken by the council is sent to the presidient of the institution, to the dean of the college and to the secretary of the state board of pharmacy approximately three months following the examiners' visit.

(8) In the event the council fails to accredit or reaffirm accreditation, the institution may appeal the decision of the council to an Appellate Commission according to the council's statement on policies and procedures of appeal.

PROCEDURES REQUIRED OF ACCREDITED COLLEGES: Before November 1 of each year, each accredited college is asked to send a copy of the annual catalog and to submit a report showing changes made during the preceding year along with certain current data. This report is designed to give evidence of maintenance of the standards for accreditation and to provide a record of progress made in the development of the educational program of the college. Data requested ordinarily include: figures for student enrollment and degrees granted; changes in policy, curriculum and personnel; improvements in plant, equipment, and library; staff publications; and self-studies.

FEES:

Application fee $2,000-$3,000
Re-accreditation fee $2,000
(Both fees include travel costs of evaluation team.)

AMERICAN DENTAL ASSOCIATION

211 EAST CHICAGO AVENUE
CHICAGO, ILLINOIS 60611
TELEPHONE: 312-440-2500

Executive Director
Dr. John M. Coady

President
Dr. Burton H. Press

The American Dental Association was established in 1859.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON DENTAL ACCREDITATION
Secretary
Dr. Mario V. Santangelo
Chairperson
Dr. David S. Wagner

From the early 1940's until 1975, the Council on Dental Education was the agency of the American Dental Association charged with accrediting authority and recognized as the national accrediting organization for dentistry and related educational programs. On January 1, 1975, the Council's accreditation authority was transferred to a newly-created and expanded agency, the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs. In 1979, the name of the agency was changed to the Commission on Dental Accreditation.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: The commission accredits: (1) dental education programs: (2) dental specialty programs; (3) general practice residency and advanced general dentistry programs; (4) dental hygiene education programs; (5) dental assisting education programs; and (6) dental laboratory technology education programs. Dental auxiliary education programs culminate in certificates, diplomas, associate degrees, or baccalaureate degrees. Dental education programs culminate in the first professional degree (D.D.S. or D.M.D.). Advanced dental education programs culminate in certificates with advanced degrees additional in selected programs. Geographic scope includes the United States. A reciprocal agreement with the Council on Education of the Canadian Dental Association provides for recognition of Canadian educational programs accredited by that agency.

NUMBER OF ACCREDITED PROGRAMS:
60 Dental Schools
479 Specialty Programs
276 General Practice Residency Programs
9 Advanced General Dentistry Programs
292 Dental Assisting Programs
201 Dental Hygiene Programs
56 Dental Laboratory Technology Programs

MEMBERSHIP: The 20-member Commission on Dental Accreditation consists of:

- 4 dental educators selected by the American Association of Dental Schools
- 4 dental examiners selected by the American Association of Dental Examiners
- 4 dental practitioners selected by the American Dental Association
- 1 dental hygienist selected by the American Dental Hygienists' Association
- 1 dental assistant selected by the American Dental Assistants Association
- 1 dental laboratory technologist selected by the National Association of Dental Laboratories
- 1 student representative selected jointly by the American Student Dental Association and the American Association of Dental Schools Council of Students
- 2 dental specialists each selected by one of the eight specialty organizations on a rotational basis
- 2 public members

Term of membership is three years with two consecutive terms permitted. However, student and specialty representatives are appointed for one two-year term.

ACCREDITATION AND LICENSURE: Dentists and dental hygienists (except dental hygienists in Alabama) must be graduates of an accredited program to be eligible for state licensure. However, exceptions are made for graduates of foreign dental programs.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A school of dentistry or a dental hygiene program must be a component of a recognized institution or system of higher education that has been accredited by its regional association recognized by COPA to offer college level programs. An institution housing dental assisting or dental laboratory technology programs must be accredited by its regional accrediting association, an agency recognized by the U.S. Department of Education, or an officially recognized state accrediting agency. Such requirements do not apply to dental specialty and related educational programs which are offered by hospitals.

ACCREDITATION STANDARDS AND GUIDELINES: "Requirements for Advanced Specialty Education Programs", 1980.
"Accreditation Standards for Advanced Education Programs: General Practice Residency", 1981.
"Requirements for Advanced Education Programs: General Dentistry", 1980.
"Requirements and Guidelines for Dental Education Programs", 1982.
"Accreditation Standards for Dental Hygiene Education Programs", 1980.
"Accreditation Standards for Dental Assisting Education Programs", 1980.
"Accreditation Standards for Dental Laboratory Technology Education Programs", 1980.

ACCREDITATION CLASSIFICATIONS: The following accreditation classifications apply to programs which are not fully operational: Accreditation Eligible: An accreditation classification granted to any program which is in the planning or early stages of development or any intermediate stage of program implementation. This classification provides evidence that, at the time of evaluation, the developing education program appears to have the potential for meeting the criteria set forth in the accreditation standards for an accredited educational program for the specific occupational area. When "accreditation eligible" status is granted to a developing dental hygiene program, it is in effect through the projected initial enrollment date. However, if enrollment is delayed, the status will be subject to reconsideration.

Preliminary Provision Approval: An accreditation classification utilized to grant initial accreditation to advanced education programs in general practice residency and general dentistry, and to dental assisting and dental laboratory technology education programs, based on the review of a commission application. This classification is granted to assure the educational institution and other agencies that the program is developing or has developed according to the standards established by the commission. This classification provides assurance of candidate eligibility for certification programs. This status is granted for a maximum of 18 months.

The following accreditation classifications apply to programs which are fully operational, having students enrolled in each year of the program: Approval: An accreditation classification granted to an educational program indicating that the program in general achieves or exceeds the basic requirements for accreditation. Maximum term is ten years.
Conditional Approval: An accreditation classification granted to an educational program indicating that specific deficiencies or weaknesses exist in one or more basic areas of the program. The deficiences of weaknesses are considered of such a nature that they can be corrected in a reasonable length of time which is ordinarily defined as a period not to exceed two years.
Provisional Approval: An accreditation classification granted to an educational program indicating that the program has a number of major deficiencies or weaknesses in one or more specific areas. The deficiencies or weaknesses are considered to be of such magnitude that, if not corrected, withdrawal of the program's accreditation will result. Evidence of significant progress must be demonstrated within one year.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Denial or Revocation of Accreditation: The commission notifies the program of its findings and proposed decision before rendering a final decision to deny or revoke the accreditation of a program. Upon receipt of the notice to deny or revoke accreditation, the program has the right to a hearing before the commission and may be represented by counsel. The purpose of the hearing is to offer evidence which will tend to explain, mitigate, and/or refute the findings of the commission. Upon conclusion of the hearing, the commission renders its final decision relative to the accreditation of the program. Due process procedures established by the commission identify the opportunity for institutions to petition an Appeal Board to hear and decide the final status when accreditation is denied or revoked by the commission. The Appeal Board is comprised of four (4) pertinent members: one public representative and one representative from the American Dental Association, American Association of Dental Schools and American Association of Dental Examiners. A fifth member representing the professional occupation of the appealing program is appointed to the specific appeals case hearing committee.

THE ACCREDITING PROCESS:

(1) A comprehensive self-study report, prepared according to a prescribed format, is required of every program seeking any type of initial accreditation or reaffirmation of accreditation.

(2) An on-site visit by an evaluation committee follows the submission of the self-survey report. The size of the team varies according to the type of the program and other factors. However, a visiting committee to dental schools usually averages about 15 members; to dental hygiene programs, dental assisting programs and dental laboratory technology programs about three members; advanced specialty and general dentistry

programs one to two members representing each discipline being reviewed. One or two staff members, or a representative of staff for dental auxiliary programs, accompany the team and serve as committee secretary or may serve as committee chairman for dental assisting or dental laboratory technology site visits. For dental school and dental hygiene program site visits, the commission invites a representative from the dental examining board of the state to participate with the committee as the State Board Representative. The commission also welcomes and encourages representation on dental school and dental auxiliary visits by the appropriate regional accrediting agency, if requested by the institution.

(3) At the direction of the site visit committee, a preliminary report is written. After review by all members of the visiting committee, a copy of the report is sent to the dean or the appropriate institutional official for factual review prior to official commission action.

(4) All evaluation reports are reviewed by standing committees appointed by the commission before they are approved by the commission. The commission has the privilege of modifying or changing the report and may recommend that less stringent or more stringent recommendations be approved.

(5) The commission makes an accreditation decision and the final report is submitted to the institution. The report outlines findings and conclusions in the areas of strength, areas needing improvement, and recommendations or suggested means for improvement.

(6) In the event of an adverse decision by the commission (denial or revocation of accreditation), the program may appeal the decision according to the published policies and procedures of the commission.

THE ACCREDITING SCHEDULE: In September, 1981, the Commission on Dental Accreditation changed from a seven-year to a ten-year resurvey schedule. A plan was adopted which will allow formal evaluation of programs every five years while routinely conducting site visits only once every ten years. A program's first review and the tenth year review are always based upon a site visit. Institutions will conduct self-studies for those reviews. Programs will complete an augmented version of the annual survey called a Program Data Profile, effective 1987. In the fifth year, the Profile will be formally reviewed by the commission. If the program is judged to still be in compliance with accreditation standards, accreditation will be continued for another five years. If changes have occurred which are of such a serious nature that they warrant an on-site evaluation, a special site visit will be conducted by an abbreviated site visit team, the composition of which will be adapted to the program's needs.

The site visit evaluation schedule for all programs is influenced by a number of factors, e.g., the graduation date established for new programs, recommendations contained in previous commission reports, current accreditation status and requests for resurveys by dental school administrators.

In addition to the scheduled site evaluations and interim five-year reviews, surveys of a comprehensive nature, as well as institutional progress reports, are received by the commission on an annual basis and reviewed to determine educational program adequacy.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: All programs are monitored through assessment of information provided in the annual survey of dental, dental auxiliary, and advanced dental programs.

AMERICAN DIETETIC ASSOCIATION

430 NORTH MICHIGAN AVENUE
CHICAGO, ILLINOIS 60611
TELEPHONE: 312-280-5040

Executive Director
James L. Breeling
President (November 1, 1981 thru October 31, 1982)
Edna P. Langholz, R.D.

The American Dietetic Association was established in 1917.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON ACCREDITATION
Coordinator
Gloria Archer
Chairman (November 1, 1982 thru October 31, 1982)
Marilyn M. Baker, R.D.
Walter Reed Army Medical Center

The Commission on Accreditation was established as an approval body in 1927 under the title The Dietetic Internship Board. It became a recognized accrediting agency in 1974.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation to coordinated undergraduate programs in dietetics (which combines didactic and clinical experience within a four-year baccalaureate degree program) and to post-baccalaureate degree internship programs (clinical experience programs of six to twelve months); geographic scope includes U.S. and territories.

NUMBER OF ACCREDITED PROGRAMS: 68 baccalaureate degree coordinated programs; 71 post-baccalaureate degree internship programs.

MEMBERSHIP: The Commission on Evaluation of Dietetic Education (CEDE) consists of:

7 elected members representing the types of programs which prepare dietary practitioners (as determined by CEDE)
4 professional practitioners appointed by the president-elect of The American Dietetic Association
2 public members appointed by the president-elect of The American Dietetic Association
13 TOTAL

Professional membership are selected according to the following criteria:
(1) Members of CEDE represent divergent areas of the profession of dietetics.

(2) CEDE representatives should be from different areas of the U.S.
(3) CEDE members should: (a) be registered by the Commission on Dietetic Registration; (b) show evidence of professional leadership; (c) be currently employed in dietetic practice; (d) be interested in quality educational programs for dietitians; (e) be willing and able to devote the time required (an average of eight to twelve hours per week) to prepare a thorough review and evaluation of internship and CUP accreditation materials and to actively assist with all projects undertaken by CEDE; (f) have available time for travel to attend a minimum of two CEDE meetings and a site visitors' workshop yearly.
(4) CEDE members may not serve simultaneously on other groups within the ADA that may represent a conflict of interest with accrediting activities.

Public members are selected according to the following definition in section 149.2 of the Federal Register: "Representatives of the public" means representatives who are laymen in the sense that they are not educators in, or members of, the profession for which the students are being prepared, nor in any way are directly related to the institutions or programs being evaluated.
Term of membership is three years with one term permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: All programs must be based in institutions which are accredited by their regional or other appropriate accrediting agencies. All programs must be in substantial compliance with the Essentials.

ACCREDITATION STANDARDS AND GUIDELINES:

1. Essentials for Coordinated Undergraduate Programs in Dietetics with Self-Study Guide, November 1976.
2. Dietetic Internship Post Baccalaureate Essentials for the Education of the Dietitian with Self-Study Guide, April 1977.
3. The Accreditation/Approval Process for Education Programs in Dietetics October 1981.

ACCREDITATION CLASSIFICATIONS: Accreditation: Granted to a program that is in substantial compliance with established Essentials and has had at least one site visits. Maximum term is 8 years.
Probational Accreditation: Granted to a program which has had accreditation status but now is not in compliance with specific Essentials and/or other accreditation requirements. Deficiencies must be corrected within a specified time or accreditation will be withdrawn.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Not Accredited: Granted to a program that, in the judgment of COA, does not fall into any of the above two categories.

THE ACCREDITING PROCESS:
(1) A comprehensive self-study document is completed and forwarded to the COPA evaluator as part of the initial accreditation process.
(2) A site visit follows the submission, review and approval of a satisfactory self-study document. The site visit team usually consists of two members. The average length of the visit is three days.

(3) A fee of $500 is assessed for each site visit prior to the granting of accreditation. An annual accreditation fee, which includes the site visit and other costs of maintaining accreditation, is assessed after the program's developmental accreditation has been granted.
(4) The report of the site visit is forwarded to the evaluator for review by COA at their next regularly scheduled meeting.
(5) The program director or official representative of the institution may appear, at his own expense, before COA to answer questions or clarify issues before a decision is made regarding the program.
(6) A decision regarding accreditation status of the program is made at the COA meeting based on the program's self-study, the COA review chairman's summary report, and the site visitors' report.
(7) Notification of the accreditation decision is forwarded to the program director approximately 2-3 weeks following the COA meeting.
(8) A program may appeal the decision according to established Appeals Board Procedures (available from the ADA assistant executive director for education).
(9) For reaccreditation a program must prepare an updated self-study and have a site visit at least every 8 years. The self-study and site visit report are reviewed and a decision reached at a regularly scheduled COA meeting.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS:

(1) To maintain program accreditation, a program must submit, biannually, five copies of a progress report detailing changes in curriculum, facilities, staff, and other major aspects of the program.
(2) Special reports or additional information may be required after the review of the biannual progress report by COA.
(3) When there is a change in the directorship of an accredited program, the vita of the new director must be submitted promptly to COA. If the new director's credentials do not meet the stated Essentials, accreditation of the program will not be continued. The new permanent director must be appointed within one year. In case of a permanent director is not appointed, an acting director who meets the qualifications for program director as stated in the Essentials must be appointed immediately.

FEE AND DUES: Self-Study review fee - $300; initial site visit fee - $500; annual accreditation fee - $200.

AMERICAN HOME ECONOMICS ASSOCIATION

2010 MASSACHUSETTS AVENUE, N.W.
WASHINTON, D.C. 20036
TELEPHONE: 202-862-8355

President
Mildred B. Griggs
Professor, Home Economics Education
University of Illinois
Champaign, Illinois

President-elect
Nancy Dolton
Manager, Consumer Information
Clorox Company
Oakland, California

The American Home Economics Association was established in 1909.

POSTSECONDARY ACCREDITING BODY:

Council for Professional Development

Director, Office of Professional Education

Temporarily Vacant

Chairman (1982-83)
Polly Murray
Manager, Consumer Services
McCormick and Company
Baltimore, Maryland

Chairman-elect
Bess Haley
Dean, College of Home Economics
Texas Technical University
Lubbock, Texas

The Council for Professional Development was established in 1971.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation.

SCOPE OF ACCREDITATION: Accredits home economics units having programs leading to a baccalaureate degree. Accreditation is for the unit as a whole considering all programs offered at the time of the self-study and the team visit. When programs are added or other substantive changes occur, the institution shall inform the CPD so that appropriate supplementary review and/or action may be taken. Geographic scope is national.

NUMBER OF ACCREDITED UNITS (1982): 70

MEMBERSHIP: Membership in the Council for Professional Development is as follows:

6 representatives of agency member units (AMU)
3 practicing professionals (non-college or university)
2 lay representatives
1 representative of the Board of Directors
1 chairman, Commission on Undergraduate Programs
1 chairman, Commission on Graduate Programs
1 chairman, Commission on Community and Junior Colleges
1 director of the Office of Professional Education (ex-officio without vote)
1 president-elect of AHEA (ex-officio, without vote)
17 TOTAL

The six representatives of agency member units are elected by the membership of the AMU for a term of three years, with two representatives elected each year. Other members are appointed by the AHEA committee on committees and approved by the Board of Directors. The term of office for the board and lay representatives is two years. AMU representatives, the practicing professionals, and the commission chairpersons serve three years with a proportionate number replaced each year. A maximum of two consecutive terms is permitted for all members.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible for accreditation, an institution must first be accredited by its respective regional accrediting agency and have graduated students in home economics. Units that are ready to apply are those that have well-defined programs. A unit should not consider applying if: (a) significant modification is underway (or planned) either in the organization or a unit's parent institution or in the unit's program and (b) change is planned (or has recently taken place) in the unit's administration-for example, acting administrator.

ACCREDITING STANDARDS AND GUIDELINES: Criteria and Guidelines in Accreditation Documents for Undergraduate Programs in Home Economics

ACCREDITATION CLASSIFICATIONS: Accreditation: Granted to a unit which satisfactorily meets estabished criteria. Maximum term is ten years.

Provisional Accreditation: Granted to a unit which meets most criteria and shows evidence that accreditation can be achieved within a two-year time limit.

NEGATIVE ACCREDITATION ACTIONS/DECISIONS: An application for accreditation may be deferred or denied, after full deliberation by the council, and according to due process. Accreditation may be revoked if a home economics unit fails to satisfactorily meet the criteria as established by the CPD. Notice shall be given to the chief executive officer of the institution and to the home economics administrator that such action is contemplated and the reasons therefore. If, after an appropriate period of time, the inadequacies have not been corrected or the institution has failed to adequately justify such failure, procedures to revoke shall be implemented.

THE ACCREDITING PROCESS:

(1) An applying unit submits a complete application form, obtainable from the office of the association. The application fee is $250.

(2) A sub-committee of the Council on Professional Development determines if the unit is ready to be considered. A self-evaluation guide is then sent to the unit which conducts a self-study.
(3) A second Council subcommittee evaluates in detail the self-study report submitted by the unit. That sub-committee then presents its findings to the council for formal review.
(4) If the formal review indicates that the unit apparently meets the criteria, the council schedules a three-day visit to the unit by a team of evaluators chosen from the field. The average team consists of four members. On-site expenses for the visit are approximately $250 per team member and are paid by the institution. An accreditation fee of $1000 covers transportation of the team to the site.
(5) A third council sub-committee makes an in-depth review of the site visit report and any addendum provided by the institution.
(6) Following a formal presentation to the council by that subcommittee, the council makes a decision concerning the unit's accreditation.
(7) The council's decision is communicated to the unit's administrator and to the president of the unit's parent institution within an average of six months from the date of the team's visit.
(8) The council publishes a formal statement on procedures of appeal of accreditation decisions.

PROCEDURES REQUIRED OF ACCREDITED UNITS: During the fifth anniversary year of accreditation, each institution with an accredited home economics unit is asked to submit an interim report. The report is designed to give evidence of maintenance of the accreditation standards and to provide a record or progress made in the development of educational programs in the unit. Data requested ordinarily includes: figures for student enrollment and degrees granted; changes in policy, curriculum, and faculty; improvement in plant, equipment, and library; and other changes which influence the quality of education for students.

ANNUAL DUES: The dues structure adopted in June, is as follows:

Bachelor Degrees Granted	Annual Dues
1-20	-100-
21-50	-150-
51-90	-200-
91-150	-250-
over 150	-300-

AMERICAN LIBRARY ASSOCIATION

50 EAST HURON STREET
CHICAGO, ILLINOIS 60611
TELEPHONE: 312-944-6780

Executive Director
Robert Wedgeworth
President: (1981-82)
Elizabeth W. Stone, Dean
School of Library and Information Science
Catholic University of America
President (1982-83)
Carol Nemeyer
Associate Librarian for National Programs
Library of Congress

The American Library Association was established in 1876.

POSTSECONDARY ACCREDITING BODY:

COMMITTEE ON ACCREDITATION:
Accreditation Officer:
Elinor Yungmeyer
Chairperson: (1982-83)
Eleanor Montague
Vice Chancellor for Administration
University of California at Riverside

The Committee on Accreditation was established in 1924 as the Board of Education for Librarianship. The present title was assumed in 1956.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation; listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits programs of education for librarianship leading to the first professional degree in the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS: 70 (63 U.S. programs, 7 Canadian programs)

MEMBERSHIP: The Committee on Accreditation consists of twelve members (including two public members) who are appointed by the ALA Executive Board on recommendation of the president-elect (as chair of the ALA Committee on Appointments). Members of the COA are appointed for two-year staggered terms with one reappointment permissable. An attempt is made to appoint persons of sufficient maturity, seasoned judgment, personality, and professional prestige to qualify them as competent visitors and consultants at the institutions of higher education in which graduate programs of education for librarianship are offered. It is preferable that members of the committee should at some time in their experiences, have demonstrated interest in professional education.
Public representatives should: (1) have attained obvious distinction and leadership in career activity and/or civic affairs; (2) have a long time

interest in education and recognition of the importance of libraries in education; (3) be willing to serve on the committee in the light of the heavy time commitment; (4) neither studied library science nor been employed in a library; and (5) not served as a public library trustee nor a member of the American Library Association or other library associations.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A library school seeking initial accreditation for its first professional degree program may present its request for an evaluation visit any time when: (1) the program to be reviewed has been in operation long enough for students to have been graduated from it; and (2) the institution believes that the program meets the ALA standards for accreditation. All programs must be housed in institutions which are accredited by their regional associations.

ACCREDITING STANDARDS AND GUIDELINES: Standards for Accreditation, 1972.

ACCREDITATION CLASSIFICATIONS: Accreditation - Awarded to a program which gives evidence of full compliance with the Standards for Accreditation. Maximum term is 7 years.
Conditional Accreditation - Awarded to a program accredited under the Standards, which when revisited, displays a failure to maintain the Standards. Maximum term for correction of deficiencies is 2 years.

ADVERSE ACCREDITATION ACTION/DECISIONS: In case of denial or withdrawal of accredited status, the Committee on Accreditation will consider without prejudice a request for another evaluation visit to be scheduled not less than two years from the date of the COA action.

THE ACCREDITING PROCESS:

(1) A programmatic self-study, prepared according to a prescribed format is required.
(2) An evaluation team visit follows the submission of a self-study. The team averages 4 members appointed by the COA. The average visit is 4 days in length. Estimated average cost per team member is $700-800. The host institution is billed directly for the expense of the visit.
(3) A written report of the team's visit is forwarded to the host institution and program prior to consideration by the COA.
(4) The host institution is provided an opportunity to make a written response to the team's report and also to send a representative to the meeting of the committee at which the report is considered.
(5) The host institution and program are notified of the accreditation decision approximately 3-5 months following the team visit.
(6) The committee publishes a formal policy statement on the appeal of accreditation decisions.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Accredited programs are required to file annual statistical, financial and program development reports. The COA may also request submission of periodic progress or other interim reports.

FEES: A $500 fee is charged at the time of an evaluation team site visit, in addition to the expenses of the visit.

AMERICAN OPTOMETRIC ASSOCIATION

243 NORTH LINDBERGH BOULEVARD
ST. LOUIS, MISSOURI 63141
TELEPHONE: 314-991-4100

Executive Director
Richard Averill
President
Wendell D. Waldie, O.D.
Practicing Optometrist

POSTSECONDARY ACCREDITING BODY:

COUNCIL ON OPTOMETRIC EDUCATION

Administrative Director
Sally A. Bowers, J.D.
Chairman
M. L. DeBolt, O.D.
Practicing Optometrist

The Council on Optometric Education was established in 1934 by the House of Delegates of the American Optometric Association.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants accredition to professional programs in optometry (O.D.), optometric technician programs (Associate degree level), and optometric residency programs; geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED UNITS:

14 professional optometric degree programs
9 optometric technician programs

Please note that the Council "approves" optometric residency programs. Presently there are 29 approved programs.

MEMBERSHIP: The council is composed of nine members, including:

3 representatives of the American Optometric Association
2 representatives of the International Association of Boards of Examiners in Optometry
2 representatives of accredited schools and colleges of optometry
2 representatives of the lay public

All members are appointed by the president of the American Optometric Association with the advice and consent of the Board of Trustees. Professional Council members serve staggered terms of six years and may be reappointed for multiple

terms. Public representatives are appointed for one-year terms, and may also be reappointed.

ACCREDITATION AND LICENSURE: All states require graduation from an accredited school or college of optometry for licensing as a practicing optometrist.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION: To be eligible for accreditation, a school or college of optometry must:

(1) Be an institution or part of an institution which is a non-profit corporation devoted primarily to educational purposes.
(2) Be legally authorized to confer the Doctor of Optometry degree upon its graduates in recognition of their successful completion of a four year professional program of study in optometry.
(3) Have employed a dean or other chief administrative officer.
(4) Have completed a self-study according to requirements.
(5) Apply for accreditation and meet the standards of the council.

To be eligible for accreditation, an optometric technicians' educational program must:

(1) Be an institution or part of an institution which is a non-profit corporation devoted primarily to educational purposes.
(2) Be or be associated with an institution which is legally authorized to confer the associate of science or associate of arts degree upon its graduates.
(3) Have employed a director or other chief administrative officer.
(4) Have completed a comprehensive programmatic self-study according to requirements.
(5) Apply for accreditation and meet the standards of the Council.

ACCREDITATION STANDARDS AND GUIDELINES:

Manual of Evaluation Requirements and Guidelines: Professional Optometric Degree Programs, July, 1976. Please note, this manual is being revised and should be finalized shortly.

Manual of Evaluation Requirements and Guidelines: Optometric Technicians' Associate Degree Programs, April, 1978, updated 1982.

ACCREDITATION CLASSIFICATIONS: Pre-Accreditation Classifications:
Reasonable Assurance: A pre-accreditation classification granted to an existing previously unaccredited school of optometry or to a proposed school which is in the early stages of planning prior to the enrollment of students, indicating that the educational setting, governing body, and organizational pattern appear appropriate for the development of an educational program which will meet the council's standards.
Preliminary Approval: A pre-accreditation classification granted to an optometric educational program which has enrolled students but which is not fully operational, indicating that the program is developing in accordance with guidelines established by the council.
Provisional Assurance: A classification used for awarding a pre-accreditation status to paraoptometric or recurrent or residency optometric educational

programs. Indicates that the program is being or has been planned to meet minimum council standards and that, although some program weaknesses may be identified, they are considered to be readily correctable and not seriously to affect the quality of the program or the competence of its graduates. Maximum term is eighteen months.

Accreditation Classifications:

Accredited: Granted to an educational program indicating that the program in general achieves or exceeds the basic requirements for accreditation. Maximum term is five years.

Conditional Accreditation: Granted to a recurrent or residency program indicating the existence of serious deficiencies or weaknesses. The deficiencies or weaknesses are considered to be of such a nature that they can be corrected within a reasonable time, ordinarily two years. Schools of optometry and programs with this classification are considered adequate to meet the eligibility requirements for licensure and certifying board examination. They are expected to demonstrate significant progress within two years.

Provisional Accreditation: Granted to a recurrent or residency program indicating the existence of a number of major deficiencies or weaknesses in more than one basic area of the program. This classification signifies the seriousness of the deficiencies or weaknesses, but schools and programs with this classification are considered adequate to meet the eligibility requirements for licensure and certifying board examination. The deficiencies or weaknesses, however, are considered to be of such magnitude that, if not corrected, withdrawal of accreditation will result. Schools and programs are required to demonstrate significant progress within one year.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation may be denied or withdrawn, after full deliberation by the Council and in accord with due process, if a school or program does not comply with accreditation standards and procedures.

THE ACCREDITING PROCESS:

(1) A self-study, prepared in accordance with the council's requirements, is required of all applying schools and programs and of all schools and programs reviewed for re-accreditation.

(2) An on-site visit by an evaluation team follows the submission of a satisfactory self-study. Insofar as possible, the evaluation team assigned to visit a predoctoral optometric education program is composed of at least two council members, consultants with special expertise, and a council staff member. An evaluation team appointed to evaluate a paraoptometric educational program in an institution other than a school of optometry includes a council staff member and a consultant in the field being reviewed and may include a Council member. The length of the visit is normally two days for paraoptometric programs and four days for professional programs.

(3) A draft of the evaluation team's report is submitted to the institution for review of factual accuracy. Institutions may challenge the factual accuracy of any aspect of the report by submitting additional information or comments to the evaluation team or, later, to the council.

(4) After the report has been reviewed for factual accuracy, it is submitted to the council for deliberation and decision.

(5) Procedures for appeal and contest of the Council's accreditation decisions are outlined in the Manual of Evaluation Procedures published by the council.

PROCEDURES REQUIRED OF ACCREDITED UNITS: All schools and programs which have any type of accreditation status are required to submit an annual report which is a general document informing the council of the overall state of affairs at the institution and of plans for the coming year. All schools and programs which have any type of accreditation status are required to complete an annual survey questionnaire which requests detailed statistical information on enrollment, admissions, curriculum, faculty, and finances. Schools and programs may be required to submit progress reports which are directed toward specific recommendations of the evaluation team report.

FEES AND DUES: The cost of on-site evaluation visitations are borne by the institutions visited. The American Optometric Association assists the Council with the other expenses of its accreditation activities.

AMERICAN OSTEOPATHIC ASSOCIATION

212 East Ohio Street
CHICAGO, ILLINOIS 60611
TELEPHONE: 312-280-5840

Acting Executive Director
John Perrin

President
A. Archie Feinstein
Practicing Osteopathic Physician

The American Osteopathic Association was organized in 1897 as the American Association for the Advancement of Osteopathy. The present title was adopted in 1901.

POSTSECONDARY ACCREDITING BODY:

BUREAU OF PROFESSIONAL EDUCATION
Director
Douglas Ward
Chairman
Philip Adler

The Bureau of Professional Education was established in 1901 as the Committee on Education. The present title was adopted in 1923.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants accreditation to colleges of osteopathic medicine; geographic scope is national.

NUMBER OF ACCREDITED INSTITUTIONS:

15

MEMBERSHIP: The Bureau of Professional Education consists of a chairman, vice-chairman, public representatives, and the chairmen of the following committees:

(1) Advisory Board of Osteopathic Specialists
(2) Committee on Postdoctoral Training
(3) Sub-committee on Intern Training
(4) Sub-committees on Residency/Osteopathic, Residency/Non-Osteopathic and Preceptorship Training
(5) Committee on Colleges
(6) American Association of Colleges of Osteopathic Medicine
(7) National Board of Examiners for Osteopathic Physicians and Surgeons
(8) Committee on Continuing Medical Education

All members are appointed by the Board of Trustees. Term of membership is three years, with an unlimited number of terms permitted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation is required for institutional membership in the American Association of Colleges of Osteopathic Medicine. Graduation from an accredited college is a prerequisite for individual membership in the American Osteopathic Association.

ACCREDITATION AND LICENSURE: Graduation from an accredited college is required for licensure.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The educational program must be sponsored by an academic institution authorized within the public trust to offer the Doctor of Osteopathy degree.
(2) A college of osteopathic medicine shall be incorporated as a non-profit institution.
(3) University-based colleges must be located in institutions accredited by their regional associations.

ACCREDITATION STANDARDS AND GUIDELINES:

ACCREDITATION STANDARDS FOR COLLEGES OF OSTEOPATHIC MEDICINE, 1982

ACCREDITATION CLASSIFICATIONS:

Pre-Accreditation: Applies to a college which is formally recognized but no initial student group has been admitted. Maximum term is one year.
Provisional Accreditation: Applies to a college which has admitted an initial class of students but has not graduated students. Maximum term is 3-4 years.
Full Accreditation: Applies to a fully operational college which has graduated students. Maximum term is 5-8 years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Private Probation: A college which exhibits such weakness as to threaten the quality of the total program may be placed on private probation. Ordinarily, the college will have had prior indication of this weakness by a statement of weakness and specified conditions attached to its continued accreditation. Private probation results when remediation is not proceeding at an adequate rate.
Public Probation: A college in which conditions are such that its existence is threatened or that its continued accreditation is contingent upon major and expeditious corrective measures may be placed on public probation. This status will be publicly reported and will be continued for no more than two years. Failure to demonstrate marked progress after one year will result in termination of accreditation.

THE ACCREDITING PROCESS:

(1) A college wishing to be considered for accreditation (initially or for renewal) must complete a comprehensive critical self-study and submit a self-study report.
(2) An evaluation team visit follows the submission of a satisfactory self-study report. The team consists of approximately 6-9 members who are selected from a list of persons well qualified for the complex study of the many processes and procedures that comprise an osteopathic medical college. The appropriate regional accrediting

association is asked to suggest a generalist to serve with the survey team. The duration of the visit is three days. Expenses are assumed by the American Osteopathic Association.

(3) A tentative report of the team's visit is submitted to the chief administrator of the college (without the team's recommendations for accreditation status) for factual verification.
(4) The final report is submitted to the Committee on Colleges.
(5) The institution may appear before the Committee on Colleges.
(6) The Committee on Colleges sends all materials, including the original team recommendations and its own, to the Bureau of Professional Education.
(7) The bureau reaches a decision which is final.
(8) The Board of Trustees and House of Delegates are advised of the actions taken.
(9) Appeal for reconsideration of action (other than public probtion or withdrawal of accreditation) must be directed to the bureau which may or may not find the evidence submitted as justifying further consideration. In any case, its decision after further consideration is final. Final appeal may be made to the Board of Trustees.
(10) A statement of policy and procedures for the appeal of public probation or withdrawal of accreditation is published by the association and is available upon request.

PROCEDURES REQUIRED OF ACCREDITED COLLEGES: An accredited college is obligated, as a condition of continued accreditation, to afford authorized representatives of the American Osteopathic Association opportunities to study and evaluate all aspects of its program. Records of information on students and faculty and other data as requested shall be reported annually to the Office of Osteopathic Education of the American Osteopathic Association. It is recommended that accredited colleges maintain membership in the American Association of Colleges of Osteopathic Medicine.

FEES AND DUES: All fees and dues relating to accreditation are assumed by the American Osteopathic Association.

AMERICAN PHYSICAL THERAPY ASSOCIATION

1156-15TH STREET, N.W.
WASHINGTON, D.C. 20005
TELEPHONE: 202-466-2070

Executive Director
Royce P. Noland
President
Robert Richardson, Coordinator of Rehabilitation Services
Department of Physical Therapy, St. Margaret's Memorial
Hospital, Pittsburgh, Pennsylvania

The American Physical Therapy Association was established in 1921 as the American Physiotherapy Association. The present title was adopted in 1948.

POSTSECONDARY ACCREDITING BODY:

COMMITTEE ON ACCREDITATION IN EDUCATION

Director, Department of Education
Patricia Yarbrough, Ph.D.
Chair
Jacqueline Montgomery, Supervisor of Adult Neurological Services
Department of Physical Therapy, Rancho Los Amigos Hospital, Downey, California

The Committee on Accreditation in Education was established in 1964 as the Committee on Basic Education. The present title was adopted in 1974.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants accreditation to entry-level programs (associate degree through graduate) for physical therapist and physical therapist assistants. Geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS
98 physical therapist
59 physical therapist assistant

MEMBERSHIP: The Committee on Accreditation in Education is composed of:

1 physical therapist postbaccalaureate educational administrator
1 physical therapist educational administrator
1 physical therapist basic science educator
1 physical therapist educator with expertise in curriculum development
1 physical therapist assistant educator
1 physical therapist employer of assistants
1 physical therapist assistant
1 physician
1 administrator of an institution of higher education
1 physical therapist clinician
1 public representative
11 TOTAL

It is desirable that the majority of committee members have experience as members of an evaluation team. Members are selected by the Board of Directors. The term of appointment is for three years and reappointments may occur. All appointments are made on the basis of an individual's expertise and potential for contribution to the committee and are non-discriminatory with regard to race, creed, national origin, or sex.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Graduation from an accredited program is a prerequisite for individual membership in the American Physical Therapy Association.

ACCREDITATION AND LICENSURE: Graduation from an approved/accredited program is required for licensure of physical therapist in all states, the District of Columbia, and Puerto Rico. Graduation from an approved/accredited program (or equivalent) is required in the twenty-eight states which license physical therapist assistants.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The program in physical therapy education is housed in an institution of higher education accredited by an agency or association recognized by the U.S. Commissioner of Education or by the Council of Postsecondary Accreditation.
(2) The institution awards, or accepts students already holding, the bachelor's degree as the minimum degree for the physical therapist or the associate degree for the physical therapist assistant.

ACCREDITATION STANDARDS AND GUIDELINES:

Standards for Accreditation of Physical Therapy Educational Programs, June 1978.

ACCREDITATION CLASSIFICATIONS: Accreditation: Granted to programs which evidence substantial compliance with the accrediting standards. Maximum term is five years.
Probationary Accreditation: Granted to programs which evidence serious non-compliance with standards. Deficiencies appear to jeopardize the educational quality of the program. Maximum term is two years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Deferment: An application for accreditation may be deferred for a maximum of one year to permit the program to produce additional evidence of compliance with the standards.
Withheld: Information contained in the application or the report of the visiting team indicates that the program, as currently planned or conducted does not fulfill several major requirements specified in the standards and the deficiencies are not easily remedied.
Withdrawn: Accreditation may be withdrawn at the request of the institution. In such cases, the institution is informed that any reactivation of the program will be treated as a new program for purposes of accreditation.
Accreditation is withdrawn when the institution fails to show evidence of substantial compliance with the standards within the specified probationary period. A student enrolled in the program when the institution offering the program is notified that accreditation has been withdrawn will be permitted to complete the program on the usual schedule and will be considered as a graduate of an accredited program.

THE ACCREDITING PROCESS:

(1) The institution files a declaration of intent to apply for accreditation.

(2) Within ten days of receipt of the declaration, an advisor to the program is appointed from a pool of advisors and a copy of the declaration is forwarded to the advisor. The institution is notified of the appointment of the advisor.

(3) The APTA staff and the advisor submit reports on the applying institution to the institution and the Committee on Accreditation in Education.

(4) A self-study report is required of all programs applying for accreditation or for reaffirmation of accreditation.

(5) An on-site evaluation team visit follows the submission of the self-study report. The team for physical therapist programs consists of three persons (1 educator, 1 practitioner, and 1 physician) who are acceptable to the institution. The usual duration of the visit is three days. The team for physical therapist assistant programs consists of two persons (1 educator and 1 physical therapist assistant). Length of the visit for physical therapist assistant programs is two days. Expenses of the visit are borne by the association.

(6) The report of the visiting team is forwarded to the APTA administrative staff within two weeks of the visit. Copies are also forwarded to the chief administrative official of the sponsoring institution, the director of the physical therapy education program, and the team for comments, corrections, and additional information.

(7) Within two weeks of receipt of all comments, corrections, and additional material from the institution and the on-site team, the report is compiled and forwarded to the Committee on Accreditation in Education for action within thirty days. Following committee action copies of the report ae simultaneously forwarded to the members of the on-site team, the chief administrative official of the sponsoring institution, and the director of the physical therapy education program.

(8) The action and a summary of all comments by the committee is prepared and forwarded to each committee member, the members of the on-site team, the chief administrative official of the sponsoring institution, and the director of the physical therapy program. If accreditation status is granted, all published lists are immediately revised to include the addition. All licensure boards, APTA components, and funding agencies are notified of the program's status.

(9) If the decision is to withhold or revoke accreditation, the institution is also provided with the opportunity to appeal the decision, according to the appeals procedure published by the association.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Accredited programs are required to submit annual reports and such other progress reports as may be required by the Committee on Accreditation in Education.

FEES:

Initial accreditation fee	$1,000
Annual or sustaining fee	$300

AMERICAN PODIATRY ASSOCIATION

20 CHEVY CHASE CIRCLE, NW.
WASHINGTON, D.C. 20015
TELEPHONE: 202-537-4970

Executive Director
Norman Klombers
President
Arthur E. Helfand
Practicing Podiatrist

The American Podiatry Association was established in 1912 as the National Association of Chiropodists. The present title was adopted in 1958.

POSTSECONDARY ACCREDITING BODY:

COUNCIL ON PODIATRY EDUCATION
Director
Warren G. Ball
Chairman
Leonard Hymes
Practicing Podiatrist

The Council on Podiatry Education was established in 1918 as the Council on Education and became active in 1921. The present title was adopted in 1970.

RECOGNITION STATUS: Members of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation or approval to colleges of podiatric medicine. Geographic scope includes the United States.

NUMBER OF ACCREDITED UNITS: 5 colleges of podiatric medicine

MEMBERSHIP: The Council on Podiatry Education is composed of:

7 practicing podiatrists representing the American Podiatry Association
2 members of accredited institutions representing the American Association of Colleges of Podiatric Medicine
1 member representing the Federation of Podiatry Boards
1 member representing the Council of Teaching Hospitals
2 public members
1 student member
14 TOTAL

Members are elected by the House of Delegates of the American Podiatry Association. Practitioner members must be licensed podiatrists. The student member must be a current podiatry student. Term of membership is three years for all members except student and public members who are elected for one year terms.

ACCREDITATION AND LICENSURE: All states require that a podiatrist be a graduate of an accredited college of podiatric medicine in the U.S. before licensure is granted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Only licensed podiatrists may hold membership in the American Podiatry Association.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION: Applications for initial recognition (reasonable assurance) or preliminary accreditation are accepted from two types of podiatric medicine colleges: (1) newly established colleges that have begun actual operation with students enrolled; and (2) new colleges that have begun actual operation with students enrolled but which have not been in existence for four academic years to establish eligibility for full accreditation.

ACCREDITATION STANDARDS AND GUIDELINES: Criteria and Guidelines for Colleges of Podiatric Medicine, August 1980.

ACCREDITATION CLASSIFICATIONS: Reasonable Assurance: Applies to a proposed college of podiatric medicine which is in the stages of development. Indicates that the areas reviewed by the council are appropriate and the college appears to be developing an educational program that will meet the criteria of the council.
Preliminary Accreditation: Applies to a new college of podiatric medicine in its formulative years. Indicates that the program for each academic year meets the council's criteria and the college will most likely be granted full accreditation after the entire four-academic-year program is in operation. Granted for each academic year during the formulative period and may not extend beyond the first four academic years.
Accreditation: Applies to a college that exceeds minimum criteria established by the council. Period of accreditation may not exceed five years.
Probation: Applies to a college that has deficiencies which must be corrected shortly in order to meet the minimum criteria established by the council. Unpublished Probation indicates major deficiencies that adversely affect the quality of education and, unless corrected, would soon lead to removal of accreditation.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation Denied or Withdrawn: Applies to a college that does not meet the minimum criteria. Accreditation may be withdrawn if the chief administrative officer of the college does not extend an invitation for the council to re-evaluate the college.
Suspension of Accreditation: Applies to emergency situations in which the educational processes are interrupted or deteriorated.

THE ACCREDITING PROCESS:

(1) Newly established colleges applying for reasonable assurance of accreditation must submit materials pertaining to educational environment, governing body, organizational pattern, proposed curriculum, financial support, staffing plans, and the relevance of the podiatry program to the mission of the parent institution if the college is part of an academic health center.
(2) Established colleges seeking preliminary or full accreditation must submit self-studies according to a format prescribed by the council.

(3) An on-site evaluation follows the submission and review of the self-study. Members of the evaluating committee are appointed by the chairman of the council and approved by the entire council. The evaluating committee usually consists of: (a) at least two members of the Council on Podiatry Education; (b) a representative of a college of podiatric medicine, who may or may not be a member of the council, who serves as a consultant in a specialized area; (c) a consultant-generalist in higher education from the regional accrediting association; (d) other consultants as may be needed for specialized subject areas; and (e) the director of the council who serves as secretary of the committee. The length of the visit is three days for college programs.

(4) A draft of the committee's report is forwarded to the chief administrative officer of the college for verification of factual accuracy and for comments on the findings.

(5) Upon receipt of the comments from the chief administrative officer of the college, a revised draft of the report is prepared and forwarded to the council for consideration. This draft is also sent to the chief administrative officer, along with a letter indicating the time and place of the council meeting when the report will be discussed. The letter extends an invitation to the college to have a representative at the council meeting at the appropriate time.

(6) The final report is considered by the Committee on Professional Education which transmits a recommendation concerning accreditation status to the full council.

(7) Decisions of the council are transmitted in writing approximately three months following the on-site evaluation to the chief administrative officer of college; to each member of the board of trustees of an independent college; and to the director of the academic health center when the college is part of a center.

(8) The council publishes a formal statement of procedures for the appeal of adverse decisions.

PROCEDURES REQUIRED OF ACCREDITED COLLEGES: An accredited college of podiatric medicine is required to submit to the council a report on the progress made in implementing the recommendations in the evaluation report. This report is due by November 1 each year following the year in which the evaluation is completed.

ACCREDITATION FEES: The Council may establish accreditation fees to be assessed to each institution sponsoring an accredited program of podiatric medical education or institution applying for accreditation status.

AMERICAN PSYCHOLOGICAL ASSOCIATION

1200 SEVENTEENTH STREET, N.W.
WASHINGTON, D.C. 20036
TELEPHONE: 202-833-7692

Executive Officer
Michael S. Pallak

President
William Bevan
Office of the Provost, Duke University,
Durham, North Carolina

The American Psychological Association was established in 1892.

POSTSECONDARY ACCREDITING BODY:

COMMITTEE ON ACCREDITATION
Administrative Officer for Accreditation
Paul D. Nelson
Chairperson
Roger A. Myers, Professor
Department of Counseling Psychology, Teachers College, Columbia University, New York, New York

The Committee on Accreditation was established in 1952 as the Committee on Evaluation. The present title was adopted in 1970.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits doctoral training programs in professional psychology and predoctoral internship training programs in clinical and counseling psychology. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS:

126 clinical
31 counseling
19 school
5 combined
242 internships

MEMBERSHIP: The Committee on Accreditation is composed of:
8 members who represent both academic psychology and the practice of psychology in a variety of clinical, counseling, and school settings
2 lay representative of the public

Members are appointed by the Education and Training Board of the A.P.A. with thought given to accrediting experience, relevant professional speciality, gender, and ethnic background. Term of membership is three years with one term permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The program must be housed in an institution accredited by its regional association.
(2) The program, wherever it may be administratively housed, must be clearly and publicly identified and labeled as a professional psychology program.
(3) A recognizable, coherent organizational entity must be responsible for the program.
(4) The faculty of the program must have clear authority and primary responsibility for all aspects of the program.
(5) The program must include an integrated, organized plan of study and must ensure a breadth of exposure to the field of psychology.
(6) The program must include supervised practicums, internships, field or laboratory training appropriate to the practice of psychology.
(7) There must be an identifiable psychology faculty and a psychologist responsible for the program.
(8) The program must have an identifiable body of students who are matriculated in the program for a degree.
(9) The institution must demonstrate its commitment to the program by appropriate financial support.

ACCREDITATION STANDARDS AND GUIDELINES: "Criteria for Accreditation of Doctoral Training Programs and Internships in Professional Psychology", 1979.

ACCREDITATION CLASSIFICATIONS: Full Accreditation: Applies to programs which appear to meet all criteria for accreditation. Maximum term is five years.
Provisional Accreditation: Applies to programs which do not appear to meet all criteria for accreditation, but which have a reasonable expectation of meeting them within three years.
Probationary Accreditation: Applies to programs which were fully approved but do not now appear to meet all criteria. Status is granted for not less than one year. The Association may reveal to the public the name of any university or institution placed on probation and the length of the probationary period.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Revocation: Applies to programs which fail to comply with criteria for accreditation. Normally, a fully approved program is placed on probation prior to the revocation of full accreditation.

THE ACCREDITING PROCESS:

(1) Any institution offering a program within the association's scope of accreditation may submit a complete application for accreditation.
(2) The Committee on Accreditation may: (a) return the application with a request for additional information; (b) recommend that the application be withdrawn because it appears to indicate that the program does not satisfy the criteria for accreditation; or (c) accept the application.
(3) A team visit follows the acceptance of an application for initial accreditation and a self-study for re-accreditation. Site visits to doctoral training programs and internship agencies typically require a day-and-a-half to two days and teams of from two to five visitors, depending upon the number and size of the programs involved. Site visitors are most often chosen from the ranks of department chairmen, chief psychologists, programs directors, past and current members of the Committee on Accreditation, and other psychologists who are knowledgeable in the training and evaluation of professional psychologists. Institutions are charged an application fee and the average cost of a site visit.

(4) The visiting team submits a written report to the Committee on Accreditation which in turn submits it to the university or institution.

(5) Within 30 days of receiving the report, the university or institution may forward comments to the committee. Such comments may include allegations of fact contrary, or in addition to, those contained in the report.

(6) After reviewing any comments submitted by the university or institution and the visiting team's report, the Committee on Accreditation may direct that such further fact finding investigations be undertaken as the committee shall deem necessary. The results of such fact finding investigations shall be made available to the university or institution for its comments before the committee makes its final decision.

(7) Notification of the committee's final decision is forwarded to the university or institution approximately four months following the team visit.

(8) The University or institution may appeal to the Board of Directors any decision by the Committee on Accreditation according to the statement on appeals policies and procedures published by the association.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: All university and institution programs fully accredited or approved or provisionally or probationally accredited or approved by the Association must submit an annual report to the Association by a time specified by the Committee on Accreditation.

FEES AND DUES: (New fee schedule adopted, 1980.)

	Internship	Doctoral
Application fee	$ 150	$ 200
Site visit charge	1,000	1,500
Annual or sustaining fee	420	460

AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS

1733 Connecticut Avenue, N.W.
WASHINGTON, D.C. 20009
TELEPHONE: 202-466-7730

Executive Director
Edward Able

President
Calvin Bishop
Landscape Architect, 736 Peyton Building, Spokane, Washington 99201

The American Society of Landscape Architects was established in 1899.

POSTSECONDARY ACCREDITING BODY:

LANDSCAPE ARCHITECTURAL ACCREDITATION BOARD
Director of Education and Research
Samuel C. Miller
Chairperson
Donald B. Austin
Landscape Architect

The Landscape Architectural Accreditation Board was established in 1976.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits baccalaureate degree and graduate degree programs in landscape architecture. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS:

46

MEMBERSHIP: The Landscape Architectural Accreditation Board consists of:
3 landscape architectural educators
3 practicing landscape architects
2 generalists (non-landscape architects)
1 director of education and research (ex-officio)
9 TOTAL

Members are appointed by the Council on Education for two year terms; appointments are arranged so that the terms of no more than two educators or two practitioners expire in any one year. Members are limited to two consecutive terms of appointment without a break in service. Members are appointed with consideration of broad representation, after they have served on the Roster of Visiting Evaluators. They are full-time professionals in their careers and should have an experience level of at least three accreditation visits. The generalists may be appointed from nominations provided by the president of the American Society of Landscape Architects or by others.

ACCREDITATION AND CERTIFICATION: Most state licensure statutes require graduation from an accredited or recognized program for licensing as a landscape architect.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) A program must be a minimum four year program at the undergraduate level and a three year program at the graduate level, or equivalent.
(2) A program must satisfy the criteria for accreditation.

ACCREDITATION STANDARDS AND GUIDELINES: "Accreditation Standards" in "Rules and Standards for Landscape Architectural Accreditation", March, 1978. (Revised standards will become effective September 1, 1980 and may be obtained from the offices of the board.)

ACCREDITATION CLASSIFICATIONS:

Initial Accreditation: Granted to an approved program as the first phase of professional recognition; term is normally two years but this may be lengthened or shortened.
Full Accreditation: Granted to a program provided there is no condition or stipulation, of a major nature, requiring substantial correction of program deficiencies. Maximum term is five years.
Provisional Accreditation: Granted to a program having initial or full accreditation but which has been found to have developed deficiencies of a major nature. This status requires a re-evaluation within a period of no longer than two years, and the re-evaluation visit may result either in granting full accreditation or withdrawal of accreditation.

NEGATIVE ACCREDITATION ACTIONS/DECISIONS:

(1) Application for accreditation may be deferred or denied, after full deliberation and in accord with due process.
(2) Accreditation may be withdrawn from a provisionally accredited program which has not corrected its deficiencies. Any adverse accreditation decision is substantiated with specific reasons, and program administrators are notified of their right to appeal any such decision.
(3) A program which has not been granted accredited status, or a program from which accreditation has been withdrawn, may reapply for accreditation when its administrators believe their program meets current published requirements.

THE ACCREDITING PROCESS:

(1) An introspective review of the program, its goals, and the achievement of those goals is required. The product of this review is an analytical self-study report which is forwarded to the board.
(2) An evaluation team visit follows the submission of a satisfactory self-study report. The team is composed of one representative from each of the three categories of the Roster of Visiting Evaluators. Landscape architectural educators and academic administrators are selected from a region no closer than a region adjacent to that occupied by the institution under review, while the practitioner may be from an adjacent state within the region. No team member may have close affiliation with the program under review. The length of the visit is three days. Expenses are covered by an inspection fee of $1700 for an initial accreditation visit and $1000 for an interim accreditation visit.

(3) The report of the team's visit, with the team's final advisory recommendations, is forwarded to the director of education and research.
(4) After technical corrections are made, the report, without the team's final advisory recommendation, is forwarded to the chief executive officer of the institution as well as to the program administrator.
(5) Within ten days following receipt of its technical accuracy report, the institution submits all corrections and substantive comments to the Director of Education and Research so that these can be made part of the final report.
(6) The board considers the report and the comments of the institution at its next scheduled meeting.
(7) Notification of the accreditation decision is forwarded to the institution from the president of ASLA approximately one to four months following the visit.
(8) The board publishes a formal statement on its policy and procedures concerning the appeal of adverse decisions.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS:

(1) Each accredited program submits an annual report to the board identifying significant changes in curricula, personnel, administration, fiscal support, and physical facilities that have occurred during the past year, as well as current enrollment and anticipated number of graduates for the current year. This report also indicates what progress has been made toward meeting the recommendations of the most recent site evaluation team.
(2) All reports are reviewed by the chairman and director of education and research, and those reports exhibiting changes that could be seriously detrimental to program quality are noted in the material distributed to members of the board at its regularly scheduled meeting.
(3) The board may choose to alert the program head as well as the chief administrative officer of the institution of its concern for potential adverse effects of reported changes. In extreme cases, it may urge the institution to apply and prepare for an interim visit or to accept provisions status pending proof of action taken toward a mutually acceptable solution of the problem(s).

FEES AND DUES: The current schedule of inspection and sustaining fees charged to single programs of landscape architecture is as follows:

Initial accreditation visit	$1,700
Interim accreditation visit	1,000
Annual payment for sustaining full or provisional accreditation status	766

These fees are deposited into a special account from which the direct costs of the accreditation board and site evaluation teams are paid.

AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION

10801 ROCKVILLE PIKE
ROCKVILLE, MARYLAND 20852
TELEPHONE: 301-897-5700

Executive Director
Frederick T. Spahr
President
Laura Ann Wilber (1982)
Northwestern University, Evanston, Illinois

President
Fred D. Minifie (1983)
University of Washington, Seattle, Washington

The American Speech-Language-Hearing Association was established in 1925 as the American Academy of Speech Correction; in 1927 became the American Society for Disorders of Speech; in 1934 the American Speech Correction Association; in 1947 the American Speech and Hearing Association. The present title was adopted in 1979.

POSTSECONDARY ACCREDITING BODY:

EDUCATION AND TRAINING BOARD
Chairperson
Mary V. Dickerson
Associate Professor, Department of Speech, Temple University

The Education and Training Board was established in 1964.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Commissioner of Education.

SCOPE OF ACCREDITATION: Accredits master's degree programs in speech-language pathology and/or audiology. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS:

127 speech-language pathology programs
85 audiology programs

MEMBERSHIP: The Education and Training Board (ETB) is composed of:

6 representatives from accredited programs
2 practitioners
1 public representative
9 TOTAL

Members are appointed by the association's Committee on Committees. Term of membership is three years with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The institution must offer a master's degree in speech-language pathology, audiology, or both.

(2) The program in speech-language pathology and/or audiology must have been fully functioning for the three consecutive years prior to application. Also, the program must have graduated a minimum of six students at the master's level, in the area for which accreditation is sought, within the three-year period prior to submitting application for accreditation.

ACCREDITATION STANDARDS AND GUIDELINES: "Essentials of an Acceptable Program of Training for Speech-Language Pathologists and/or Audiologists" in ETB Manual, Accreditation of Professional Education Programs in Speech Pathology and Audiology, July, 1980.

ACCREDITATION CLASSIFICATIONS: Accreditation: Granted to programs which evidence full compliance with the standards; maximum term is five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Deferment: Deferment of a decision on accreditation may occur when there is noncompliance with minimum requirements which the ETB views as remediable within a short period of time. The program has six months from the date of notification of deferment to submit evidence to ETB that the minimum requirements have been met.

Accreditation Withheld or Withdrawn: In those instances in which ETB notifies a program that accreditation may be withheld or withdrawn, the program is given sixty days from the date of notification to show cause, through the submission of a written report (accompanied by documentary evidence) why accreditation should not be withheld or withdrawn. Within two months from receipt of the program's response to the show cause notification, ETB makes a decision to award, defer, or withhold accreditation and notifies the program's director and the institution's president (or designee).

Probation: Decision to place a program on probationary status is made if the review of the program's annual report indicates that the program is not in compliance with the minimum requirements for accreditation or if the program has not submitted the required annual report. Maximum term is one year.

THE ACCREDITING PROCESS:

(1) The institution seeking accreditation or re-accreditation must submit a formal application (self-evaluation report) in a format prescribed by the ETB.

(2) An on-site evaluation team visit follows the submission of the self-evaluation report. Each site visit team must consist of at least two members, usually a speech-language pathologist and an audiologist, and at least one member of the team must be employed in an institution of higher education. No individual may serve on a site evaluation team who is a current member of ETB at the time of the visit; resides in the same state as the host institution; is a graduate of the institution; or has been a member of the teaching staff of the host institution. Site visits are two days in length. The institution is charged an application or reaccreditation fee. A site visit fee of $200 per site visitor per day is charged to defray the expenses incurred by the on-site visiting team.

(3) The chairman of the site visit team submits a written report to ETB within four weeks of the visit. The report contains an abstract of the

program's strengths and limitations but it does not containa recommendation as to the accreditation decision.

(4) Within one month of the date on which the site visit report is received, the chairman of ETB sends the report to the director of the program and the institution's president (or designee). The program is encouraged to provide a written response to the site visit report within thirty days of the date on which the report is mailed to the program director. The purpose of the response is to verify the accuracy of the information contained in the report.

(5) ETB reviews the site visit report and the program's response to the report and makes an accreditation decision.

(6) ETB notifies the program and the institution's president (or designee) of the accreditation decision within approximately six months from the date of the site visit.

(7) Adverse decisions by the ETB may be appealed to the Council on Professional Standards in Speech-Language Pathology and Audiology according to procedures established by the Council.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: A report is to be submitted by the program to the ETB annually during the period of accreditation. If the annual report is not forwarded by the program forty-five days after the due date, the program will be placed automatically on probation. The annual report must be prepared according to a format prescribed by the ETB.

FEE:

Application fee	$150	
Annual or sustaining fee	100	
Reaccreditation fee	150	
Site visit fee	200	per site visitor per day

AMERICAN VETERINARY MEDICAL ASSOCIATION

930 NORTH MEACHAM ROAD
SCHAUMBURG, ILLINOIS 60196
TELEPHONE: 312-885-8070

Executive Vice President
D. A. Price
President
Jacob E. Mosier, DVM
College of Veterinary Medicine
Kansas State University
Manhattan, Kansas 66502

The American Veterinary Medical Association was founded in 1863.

POSTSECONDARY ACCREDITING BODY:

COUNCIL ON EDUCATION
Director of Scientific Activities
R. Leland West
Chairman
D. D. Goetsch, DVM
Professor of Veterinary Physiology, University of Georgia

In 1890 the Committee on Intelligence and Education was established, which became the Committee on Education. In 1932, the committee took formal steps to initiate an accrediting program. In 1946, the Council on Education was formed to replace the Committee on Education.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits programs leading to the first professional degree (DVM or VMD) in veterinary medicine. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED SCHOOLS: 24

MEMBERSHIP: The Council on Education shall consist of twelve active or associate members elected by the House of Delegates for terms of six years. Members shall be actively engaged at the time of election in the following areas of veterinary medical activity:

(a) Basic or preclinical science (two members active in this field who are members of the faculty of a university having an accredited school or college of veterinary medicine or a department of veterinary science).
(b) Large animal clinical science (one member active in this field who is a member of the faculty of a university having an accredited school or college of veterinary medicine).
(c) Small animal clinical science (one member active in this field who is a member of the faculty of a university having an accredited school or college of veterinary medicine).

(d) Postgraduate education (one member who is actively directing post-professional students in an accredited school or college of veterinary medicine or in a university department of veterinary science).
(e) Veterinary medical research (one member who is actively engaged in veterinary research for the majority of his time, or the close director of others who are).
(f) Private large animal clinical practice (one member whose major veterinary endeavor is exclusively large animal practice).
(g) Private mixed clinical practice (one member whose major veterinary endeavor is clinical practice with several species of animals including both food or equine and small companion animals).
(h) Private small animals clinical practice (one member whose major veterinary endeavor is exclusively small animal medicine).
(i) Veterinary preventive medicine (one member whose major endeavor is in the field of epidemiology, public health, regulatory, or military veterinary medicine).
(j) Non-private practice, non-academic veterinary medicine (one member).
(k) At large (any active member).

ACCREDITATION AND LICENSURE: Graduate from an accredited program is generally required in all states for licensure, according to state laws. Exceptions are made for graduates of institutions not located in the United States and Canada.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: The institution housing the veterinary medicine program must be accredited by its regional accrediting association.

ACCREDITATION STANDARDS AND GUIDELINES: "Essentials of an Accredited or Approved College of Veterinary Medicine", July, 1980.

ACCREDITATION CLASSIFICATIONS: Provisional Accreditation: Those new schools which have not been in existence long enough to complete the professional program but which have complied with the prescribed conditions of the council for at least the first two years of the professional curriculum. Maximum term is two years.
Limited Accreditation: Meets or exceeds most but not all minimal requirements. A school not eligible for full accreditation could be placed in this category not to exceed five years. If major physical facilities are required to correct deficiences and the school has presented positive evidence that it will be eligible for full accreditation at the end of an additional two years, then this extension may be granted.
Full Accreditation: Meets or exceeds minimal requirements.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation Withheld: Those schools which, in the opinion of the council, do not merit accreditation.

THE ACCREDITING PROCESS:
(1) The council requires the institution to have completed a comprehensive self-study.
(2) An on-site visit by an evaluation committee follows the submission of the self-study. The visiting committee is composed of approximately six members, some of whom must have competence in the basic veterinary

medical sciences and some in the clinical sciences. At least one practitioner serves on each visiting committee. A member of the AVMA Council staff accompanies the team but is not a member. The duration of the visit is three days. All expenses are borne by the AVMA.

(3) The evaluation committee develops a draft report to the council to be completed by the staff, at which point it is submitted to the chief administrative officer of the institution and to the dean of the school for their review.

(4) At the next regular meeting of the council, the visiting evaluation committee's report is reviewed in the presence of the visiting team members. On a majority vote of at least seven members of the council, it passes on the report and determines the accreditation classification.

(5) A final report is prepared, including accreditation classification, and is submitted to the chief administrative officer of the institution and to the dean of the school approximately one month after the committee's report.

(6) The action of the Council on Education is final with respect to the accreditation classification assigned to a school of veterinary medicine, except that an appeal may be made by a school of veterinary medicine to the AVMA Executive Board. A college which has had accreditation withheld or one which believes that it can qualify for a higher classification may apply at any time for re-evaluation.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Institutions are required to submit such periodic progress or interim reports as may be specified by the council.

FEES AND DUES: No charges are made to educational institutions for evaluation. All costs are borne by the AVMA.

ASSOCIATION OF ADVANCED RABBINICAL AND TALMUDIC SCHOOLS

175 FIFTH AVENUE
NEW YORK, NEW YORK 10010
TELEPHONE: 212-477-0950

Executive Director
Dr. Bernard Fryshman
President
Rabbi Jacob J. Ruderman
Rosh Yeshiva, Ner Israel Rabbinical College

The Association of Advanced Rabbinical and Talmudic Schools was established in 1944 as the Council of Roshei Yeshivos. In 1971, the Council was reorganized to enable a broader program of services and activities to be offered.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits postsecondary programs in advanced Rabbinical and Talmudic education. Geographic scope is national.

NUMBER OF ACCREDITED SCHOOLS: 50

MEMBERSHIP: The Accreditation Commission consists of seven members; three are appointed from among the Roshei Yeshiva or Senior Faculty members of AARTS institutions, three are of the general academic world with proven credentials of academic excellence as well as familiarity with Rabbinical and Talmudic studies and schools, and one person represents the public at large. This member may be a layman or academician with broad community contacts and involvement, not affiliated with any member school. Members of the Commission are appointed at the Annual Meeting by the member schools of the association for staggered three year terms. There is no restriction on the number of consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION: The school shall be legally incorporated as a nonprofit institution, in the legal jurisdiction in which it operates. It shall have been in continuous existence as an institution of Higher Education for a period of two years.
Each candidate school must possess a Senior Faculty and a body of students engaged in advanced (postgraduate) studies to ensure an ongoing program of higher Talmudic research.
The nature of the program at an AARTS recognized school consists of both a full morning and full afternoon session.

ACCREDITATION CLASSIFICATIONS: Correspondent Status: This status is intended for schools in their early stage of development, they must however have been in continuous existence for a period of two years prior to applying for this status. The school must have in place a complete four year program, with students actually enrolled at all levels.
Candidate Status: This status is awarded those schools which establish substantial compliance with the standards and give assurance they will be in full compliance with standards within four years of receiving candidate status.

Accreditation: This status is granted only after the complete process outlined in this Handbook is followed. The requirements, although not as rigorous and all inclusive as those for formal accreditation, nevertheless indicate that a program of reasonable quality is in effect at the school.

ACCREDITATION STANDARDS AND GUIDELINES: Handbook of the Accreditation Commission, 1982

THE ACCREDITING PROCESS:

(1) The Accreditation process begins with a letter from the Chief Executive Officer asking for the Accreditation Commission to initiate the procedures involved in obtaining accreditation. Soon thereafter the institution is visited by a member of the Accreditation Commission staff.
(2) The institution submits a complete self-study document, together with a fully audited financial statement.
(3) An on-site evaluation is made by a team of three individuals, one of whose members is a Rosh Yeshiva or Senior Faculty member at an advanced Rabbinical and Talmudic school and two visitors are Senior Faculty members in conventional universities. The visiting team usually spends two days in their on-site inspection of a school.
(4) A visiting team report is prepared and signed by the team; a copy is forwarded to the institution to enable the Chief Executive Officers of the institution to add comments before the document is sent to the Accreditation Commission.
(5) The Accreditation Commission evaluates all the documents and the visiting team report to arrive at a decision based on all evidence available to it.
(6) The school is notified shortly after the decision is made; if adverse, the institution is advised of its rights of appeal.
(7) There is a formal appeals procedure which provides for the right of appeal, the establishment of an appeals board, the scheduling of a hearing and the rendering of an impartial decision for all adverse accrediting actions.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Applicant Institutions: The Commission may reject an application for accreditation, it may recognize a school for a shorter than usual period of time, or it may impose certain conditions to be satisfied within a restricted period of time for continued recognition status. Accredited Institutions: Accredited institutions which fail to maintain the standards can be placed in a probationary status by the Accreditation Commission. This action takes place after a re-evaluation of the school and a hearing upon notice of not less than ten days. The Accreditation Commission may impose conditions and terms to prevail during the probationary period. One year after notification of probationary status, a complete self-study and visit is scheduled. The results of this reaccreditation process are brought before the Accreditation Commission, which may elect to remove probationary status, to extend private probationary status for an additional year, to impose public probation, or to revoke accreditation.

PROCEDURES REQUIRED OF ACCREDITED COLLEGES: Institutions are required to submit information and reports as requested by the Accreditation Commission.

FEES:

Correspondent Status Filing Fee	$400
Correspondent Status Annual Fee	$400
Candidate Status Filing Fee	$500
Candidate Status Visit	$1000
Candidate Status Annual Fee	$1000
Accredited Status:	
Filing of Application & First Visit	$2000 and expenses of team
Any Subsequent Visit	$1000 and expenses of team
Associate Member Annual Fee	$1300
Full Member Annual Fee	$1750

ASSOCIATION OF AMERICAN LAW SCHOOLS

ONE DUPONT CIRCLE, N.W., SUITE 37
WASHINGTON, D.C. 20036
TELEPHONE: 202-296-8851

President
Sanford H. Kadish
University of California, Berkeley
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President-Elect
David H. Vernon
University of Iowa

Immediate Past President
Albert M. Sacks
Harvard University

Executive Director
John A. Bauman
Associate Director
Jane M. La Barbera

The Association of American Law Schools was established in 1900.

POSTSECONDARY ACCREDITING BODY:

ACCREDITATION COMMITTEE

The Accreditation Committee recommends and the Executive Committee acts with respect to all accreditation matters except admission to membership, exclusion, or suspension which is the responsibility of the House of Representatives.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation.

SCOPE OF ACCREDITATION: Accredits programs leading to the first professional degree in law (J.D. or LL.B.) Geographic scope is national.

NUMBER OF ACCREDITED/MEMBER SCHOOLS: 144

MEMBERSHIP: The Accreditation Committee consists of nine law faculty members who serve three year staggered terms and two non-lawyer members appointed by the President for terms not to exceed three years.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation is by admission to institutional membership in the Association of American Law Schools.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) A law school may not be admitted to membership in the association until it has offered five years of instruction and has graduated its third class.

(2) If the law school is part of a university, the university must be accredited by its regional association.
(3) While accreditation by the American Bar Association is not a stated prerequisite for membership, no law school (other than the University of the Philippines years ago) has been admitted to AALS membership which does not hold ABA accreditation.

ACCREDITATION STANDARDS AND GUIDELINES:
Association of American Law Schools, Association Bylaws and Executive Committee Regulations (April, 1982), republished annually.

ACCREDITATION CLASSIFICATIONS: Membership: Law schools that fulfill the obligations and requirements as stated in the by-laws are admitted to membership in the association. Newly admitted members are subject to reinspection after three years. Other member schools are subject to re-inspection every seven years, usually jointly with the American Bar Association.

ADVERSE ACCREDITATIONS ACTIONS/DECISIONS:

Appeal. A decision by the Executive Committee not to recommend an applicant school for membership may be appealed to the House of Representatives following a procedure established by Executive Committee Regulation 9.4
Sanctions. Bylaw Sections 7-1 to 7-4 provide a procedure for the imposition of sanctions in cases where a school fails to comply with the requirement of membership. The applicable sanctions as set forth in Section 7-1 are:

> Section 7-1. Applications. If a member school has materially failed to meet the requirements of membership but is currently in compliance, it shall be censured. If a member school is materially failing to meet the requirements of membership but is taking steps that will bring it in compliance in a reasonable time, it shall be placed on probation. If a member school is materially failing to meet the requirements of membership, is taking steps that will bring it in compliance but these steps may not be completed in a reasonable time, it shall be suspended. If a member school is materially failing to meet the requirements of membership and is taking no steps designed to bring it in compliance in a reasonable time or it lacks the capacity to do so, it shall be excluded from membership.

THE ACCREDITING PROCESS:
(1) A law school seeking membership shall file an application for membership.
(2) A self-study report must be submitted by all schools applying for initial membership or renewal of membership.
(3) An on-site visit by an inspection team follows the submission of the self-study report. The average team consists of approximately four members who are on the faculty or professional staff of member schools or are practicing attorneys, judges or governmental officials. Occasionally, university faculty or administrators from areas other than the law school are asked to serve on inspection teams. The usual duration of the visit is three days. Expenses of the team visit are billed directly to the host institution.
(4) The report of an inspection of a member or applicant school is furnished to the dean of the school and the president of the institution. They are informed that the report is not for publication, but

that they may show or give a copy of the report to members of the full-time faculty and professional staff of the law school and the governing board and to officials in the university administration who have official reason to see the report.

(5) The dean of the law school and president of the institution are provided with the resolution or minutes adopted by the Executive Committee in response to the inspection report and are instructed that the resolution or minutes may be published.

(6) A statement on procedures of appeal of adverse decisions is published by the Association.

PROCEDURES REQUIRED OF MEMBER SCHOOLS: A member school is obligated to make reports periodically or on particular occasions as may be directed by the executive committee to disclose whether or not it has fulfilled the obligations of membership in the association.

FEES AND DUES:

Application Fee $250

Annual dues for 1982 are $1,510 for a school whose enrollment does not exceed 250 students; $2,255 for a school whose enrollment exceeds 250 students but does not exceed 500 students; $3,030 for a school whose enrollment exceeds 500 students but does not exceed 800 students; $3,770 for a school whose enrollment exceeds 800 students but does not exceed 1100 students; $4,530 for a school whose enrollment 1100 but does not exceed 1400 students; $5,285 for a school whose enrollment exceeds 1400 students but does not exceed 1700 students; and $6,030 for a school whose enrollment exceeds 1700 students.

The number of students enrolled is determined by a formula specified by the association.

ASSOCIATION OF THEOLOGICAL SCHOOLS

P.O. BOX 130
VANDALIA, OHIO 45377
TELEPHONE: 513-898-4654

Executive Director
Leon Pacala

President
Vincent DePaul Cushing
Washington Theological Union

The Association of Theological Schools was established in 1918 as the Biennial Consultation on Theological Education. The present title and accrediting function were adopted in 1936.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON ACCREDITING
Director
Marvin J. Taylor
Chairperson
JeanMarc LaPorte
Regis College, Toronto, Ontario

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits free standing theological seminaries and schools, or schools/departments within institutions which offer graduate programs in education for ministry/priesthood; geographic scope includes United States and Canada.

NUMBER OF ACCREDITED UNITS:

167

MEMBERSHIP:
9 members from accredited institutions
3 public members (one of whom is clergy)
12 TOTAL

Members are elected by the total accredited membership of the association upon the basis of their experience in seminary education and other appropriate qualifications. Public members are persons not enrolled as students nor employed by a theological school and are selected for knowledge about the church, ministry, and/or professional education. Term of membership for institutional representatives is six years with one term permitted. The term for public members is two years and is renewable.

ELIGIBILITY CRITERIA FOR ASSOCIATE MEMBERSHIP (UNACCREDITED):
(1) The school shall have an adequate number of properly qualified professors working full time at post-college theological education.

Normally, this will involve at least one full time person in each of the appropriate disciplines of theological education.

(2) The school shall have a student body of sufficient size to provide for a community of peer influence and support appropriate for graduate education. Ordinarily all theological students shall hold an accredited baccalaureate degree.

(3) The educational program of the school shall consist of graduate level studies in the broad range of the theological disciplines designed for preparation for ministry.

(4) The school shall evidence openness to the community of theological schools as demonstrated by:
   (a) regular participation of faculty and staff in professional society meetings;
   (b) an openness to cooperative relationships with present ATS member schools; and
   (c) a commitment to participate in the larger community comprising theological education, and especially openness to the diversity which characterizes that community.

(5) The school shall present evidence that it is carrying on an educational program of sufficient quality, stability, and permanence by:
   (a) possession of adequate physical facilities;
   (b) a library which compares in size of collection and adequacy of support with other associate member schools;
   (c) a governance and administrative structure which carries out the functions characteristic of North American institutions;
   (d) adequate financial resources; and
   (e) such other supporting instructional resources as may be required for the program.

(6) The school shall have a sufficient degree of autonomy to determine and carry out its basic purposes. Such autonomy does not preclude the advantages which may accrue from interinstitutional sharing of resources.

ELIGIBILITY CRITERIA CANDIDATE FOR ACCREDITED MEMBERSHIP:

(1) The applicant institution shall provide the Commission on Accrediting with reasonble assurance that it will comply with the General Institutional Standards by the end of the self-study process and that the degree programs in which at least fifty percent of its students are registered will meet the specific degree standards.

(2) The applicant institution shall demonstrate that it has the resources and capacity to complete satisfactorily a self-study process and report within the normal two-year period.

ELIGIBILITY CRITERIA FOR ACCREDITED MEMBERSHIP:

(1) An institution seeking accreditation for one or more of its degree programs shall meet the general institutional standards.

(2) For a theological school to be placed on or to remain on the list of accredited institutions at least fifty percent of its students must be registered in degree programs which meet the Association's standards. It is expected that all degree programs offered shall meet these standards. A school shall have four years from the graduation of the first student from a new degree program to achieve full approval for that program. Failure to receive approval within this time limit will endanger the continuance of the institutional accredited membership.

ACCREDITED STANDARDS AND GUIDELINES: "Standards for Accrediting" in "ATS Bulletin 35, Part 3", 1982.

MEMBERSHIP AND ACCREDITATION CLASSIFICATIONS: Associate Membership: Awarded to institutions which meet minimal criteria; associate membership is not an accreditation status, and it carries no implications regarding future accreditation.
Candidate for Accredited Membership: Awarded to associate member institutions when it appears probable that (a) they will meet standards within a reasonable time and (b) can satisfactorily complete a self-study report. Status awarded for two year maximum, and is renewable.
Accredited Membership: Awarded to schools which meet the ATS standards and requirements. It may be awarded provisionally for a period not to exceed two years, renewable once. Accredited membership is usually awarded for an initial period of five years, with reaffirmation decisions from five to a maximum of ten years.

NEGATIVE ACCREDITATION ACTIONS/DECISIONS: The commission may, after full deliberation and according to due process, deny or permit withdrawal of an application for associate, candidate, or accredited membership.
The commission may place an institution which falls significantly below minimum requirements on provationary status or required it to show cause why its accreditation status should not be revoked.

The Accrediting Process:

(1) A self-study process, usually requiring a period of six to eighteen months, is required.
(2) Following the submission of a satisfactory self-study report, an evaluation team visits the institution. The team consists of approximately four members from other accredited institutions. The average length of the visit is three days. The institution is billed directly for the cost of the visit which averages approximately $475 per member.
(3) The team's report in first and final drafts is sent to both the school and the commission. To insure dues process, the school is encouraged to send responses to both drafts directly to the team chairperson and to the commission.
(4) The commission considers the team report and institutional response and notifies the institution of an accreditation decision within two weeks of the next scheduled commission meeting (January or June).

PROCEDURES REQUIRED OF ASSOCIATE MEMBERS:

(1) The schools must continue to meet minimal requirements for membership and standards of education which satisfy conditions defined by ATS.
(2) The school must make an annual report of its operations on the forms provided.
(3) The school shall pay annual dues as prescribed by the association.

PROCEDURES REQUIRED FOR CANDIDATE MEMBERS:

(1) The institution shall demonstrate evidence of progress in the self-study process.
(2) The school shall submit information annually on its operation. The information from those reports is used by the Commission on Accrediting as one indication of the progress being made.

(3) The school pays annual dues as prescribed by the Association.

FEES AND DUES:

(1) Membership dues: Rate is 0.0018 of annual operating expenditures up to $1,000,000 for the preceding year; $1,800 + 0.00048 on AOE $1-2,000,000; $2,280 + 0.00024 on AOE $2-3,000; $2,520 + 0.00012 on all AOE above $3,000,000. Maximum dues shall be $2,600.
Minimum dues for associate members: $300; for accredited and candidate members: $500.

(2) Accrediting, membership and appeal costs: (a) application and processing fee for association membership: $300; (b) inspection, reevaluation, and appeal fees: $300, plus actual costs for team/staff travel.

COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION

535 NORTH DEARBORN STREET
CHICAGO, ILLINOIS 60610
TELEPHONE: 312-751-6279

Secretary, CAHEA and Director, Department of Allied Health Education and Accreditation

John J. Fauser, PhD

Chairperson

J. Rhodes Haverty, MD, Dean, College of Health Sciences
Georgia State University
Atlanta, Georgia

The Committee on Allied Health Education and Accreditation was formed in December, 1976 from the former Advisory Committee on Allied Health Accreditation and assigned responsibility and authority for the accreditation function which, since 1933, had been performed by the Council on Medical Education of the American Medical Association.

ACCREDITATION FUNCTION: CAHEA cooperates with 17 review committees, sponsored by 23 collaborating allied health and medical specialty organizations, in accrediting educational programs in 26 allied health areas. Each of the review committees is described in this document.

RECOGNITION STATUS: CAHEA is a member of the Council on Postsecondary Accreditation (COPA). CAHEA, in cooperation with most of the individual review committees, is recognized and listed as a national accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: CAHEA accredits postsecondary programs in twenty-six allied health areas. Program length varies from six months to two years; awards range from undergraduate certificates and diplomas to baccalaureate degrees and graduate certificates.

The geographic scope is national; programs outside the U.S. may be accredited by CAHEA only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS:

54 Assistant to the Primary Care Physician
68 Cytotechnologist
6 Diagnostic Medical Sonographer
0 Electroencephalographic Technician
18 Electroencephalographic Technologist
7 Emergency Medical Technician-Paramedic
51 Histologic Technician/Technologist
167 Medical Assistant
1 Medical Assistant in Pediatrics
172 Medical Laboratory Technician (Associate Degree)
74 Medical Laboratory Technician (Certificate)

56 Medical Record Administrator
83 Medical Record Technician
644 Medical Technologist
139 Nuclear Medicine Technologist
55 Occupational Therapist
6 Ophthalmic Medical Assistant
6 Perfusionist
57 Physical Therapist
108 Radiation Therapy Technolgist
790 Radiographer
213 Respiratory Therapist
192 Respiratory Therapy Technician
64 Specialist in Blood Bank Technology
3 Surgeon's Assistant
91 Surgical Technologist
3,125 TOTAL

MEMBERSHIP: The fourteen members of CAHEA are required to have broad interest or competence in the allied health professions and services. CAHEA is therefore composed of:

(1) Members of the allied health professions and services with competency in educational matters.
(2) Hospital administrators having jurisdiction over multiple allied health programs and major interest in educating allied health professionals.
(3) Practicing physicians interested in providing health care through the team approach.
(4) Higher education administrators and educators who are experienced in and concerned about broad areas of health professions education.
(5) Members of the broad field of postsecondary education outside the field of medicine.
(6) An allied health student or recent graduate of an allied health educational program.
(7) Members of the public.

CAHEA obtains membership recommendations from the collaborating organizations and other parties of interest. Members are appointed by the Board of Trustees of the American Medical Association for a one-year term, with six consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR CAHEA ACCREDITATION: Specific eligibility requirements vary among the 17 review committees. However, all review committees comply with most of the requirements outlined in the Sponsorship section of the Standard Format for Essentials.

I. SPONSORSHIP

A. In programs where the academic and clinical phases are provided in two or more institutions, accreditation will be granted to the sponsoring institution or the institution that assumes primary responsibility for curriculum planning and selection of course content: coordinates classroom teaching and supervised clinical education; appoints faculty to the program; receives and processes applications for admission; and grants the degree or certificate documenting completion of the program. The sponsoring institution shall also be responsible for assuring that the activities assigned to students in the clinical setting are educational.

B. Education programs may be established in (use as appropriate):
   1. Community and junior colleges, senior colleges, and universities;
   2. Hospitals and clinics;
   3. Laboratories;
   4. Medical Schools;
   5. Postsecondary vocational/technical schools and institutions; and
   6. Other acceptable institutions which meet comparable standards for education in this field.

C. The sponsoring institution and affiliates, if any, must be accredited by recognized agencies or, in the judgment of the Committee on Allied Health Education and Accreditation, meet equivalent standards.

D. Responsibilities of the sponsor and each affiliate for program administration, instruction, supervision, etc., must be clearly described in written documents such as affiliation agreements.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: Each of the twenty-six professional areas in which CAHEA accredits programs has its own set of standards according to which programs are developed and evaluated. Each collaborating organization sponsoring a review committee, as well as the Council on Medical Education of the AMA, adopts Essentials. Most sets of Essentials closely follow the Standard Format for Essentials with Suggestions for Guidelines; the remaining sets will be appropriately modified as they undergo revision.

ACCREDITATION CATEGORIES

PROVISIONAL ACCREDITATION: A new program receiving Provisional Accreditation is in an early stage of operation and has not yet graduated a class of students. The accreditation review process indicates that the program, when fully operational will be in substantial compliance with the Essentials.

ACCREDITATION: A program receiving initial or continuing Accreditation is fully operational; at least one class is near graduation or has graduated. The accreditation review process confirms that the program is in substantial compliance with the Essentials.

ACCREDITATION WITH QUALIFICATION(S): A program applying for Provisional Accreditation or for initial or continuing Accreditation may be deficient in specific Essential or Essentials. These deficiences are believed to be correctable.

PROBATIONARY ACCREDITATION: A program seeking continuing Accreditation may receive Probationary Accreditation if the accreditation review process confirms that the program is not in substantial compliance with the Essentials and that the capability of the program to provide accetable educational experiences for its students is threatened.

PROBATIONARY ACCREDITATION--ADMINISTRATIVE: A program may receive Probationary Accreditation--Administrative if it does not comply with the administrative requirements for maintaining accreditation, which include:

1. Filing an Annual Report with the Department of Allied Health Education and Accreditation of the American Medical Association.
2. Paying review committee accreditation fees within a reasonable period of time after being notified of a past-due account.

3. Documenting within a reasonable period of time that the program has retained key program personnel as required by the Essentials.
4. Submitting the Self-Study Report within a reasonable period of time.
5. Agreeing to a reasonable site visit date before the end of the period for which accreditation was awarded.

NON-ACCREDITATION CATEGORIES

ACCREDITATION WITHHELD: A program seeking Provision Accreditation or Initial Accreditation may have Accreditation Withheld if the accreditation review process confirms that the program is not in substantial compliance with Essentials that are vital to the educational program.

ACCREDITATION WITHDRAWN: (Students enrolled in the program at the time the sponsoring institution is notified that accreditation has been withdrawn may complete the requirements for graduation and will be considered graduates of a CAHEA-accredited program.)

ACCREDITATION WITHDRAWN--VOLUNTARY (at request of sponsoring institution): The sponsoring institution of a program may at any time advise in writing the review committee of the Department of Allied Health Education and Accreditation that it is discontinuing the program or that it wishes to have accreditation withdrawn. This notification is acknowledged.

ACCREDITATION WITHDRAWN--INVOLUNTARY (for failure to be in substantial compliance with the Essentials or with administrative requirements): A program with Probationary Accreditation or Probationary Accreditation--Administrative may have accreditation involuntarily withdrawn, if, at the conclusion of the specified probationary period, the accreditation review process confirms that the program is not in substantial compliance with the Essentials or with administrative requirements for maintaining accreditation.

THE ACCREDITING PROCESS: Evaluation of an allied health educational program is undertaken only with specific authorization from the chief executive officer of the sponsoring institution. Materials provided to the program by the review committee guide the participants in conducting a comprehensive, systematic examination of the program within its institutional setting.

PREPARING A SELF-STUDY REPORT: The self-study requirements stated by the review committee frequently contain specific instructions on how to prepare the Self-Study Report. General comments on the content, sequence, presentation, and use of the Self-Study Report are contained in Self-Study Requirements.

CONDUCTING A SITE VISIT: After the Self-Study Report has been evaluated, the program is visited by a team assembled by the review committee staff. Either a critique or a summary of the Self-Study Report or the actual report is supplied to the team members.

SUBMITTING A SITE VISIT REPORT: The Site Visit Report resulting from the visit is submitted to the review committee, which sends a copy (or a summary) to the chief executive officer of the sponsoring institution to provide an opportunity to correct factual errors.

FORMULATING THE ACCREDITATION RECOMMENDATION: After the program has had adequate time to respond to the factual content of the Site Visit Report or to a summary

of that report, the review committee evaluates the degree of the program's compliance with the Essentials by studying the application documents, Self-Study Report, and the Site Visit Report (or summary provided by review committee staff), accompanied by appropriate documentation. An appropriate accreditation recommendation is formulated in accordance with the accreditation classification and forwarded to CAHEA for final consideration and action.

DETERMINING THE ACCREDITATION AWARD: Two or three CAHEA subcommittees, among which members rotate on an annual basis without regard to specialties, review the recommendations submitted by the review committees. If the recommendation is considered inappropriate, it is referred back to the review committee for reconsideration.

NOTIFYING THE SPONSORING INSTITUTION: CAHEA notifies the institution and program of the accreditation decision. Sponsoring institutions are provided with opportunities for reconsideration at various levels of the accreditation review process. Established policies and procedures provide for appeal of Accreditation Withdrawn--Involuntary.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: The CAHEA and review committee administrative requirements for maintaining accreditation are indicated in the Essentials and/or in the policy on Probationary Accreditation--Administrative (see above).

SITE VISIT AND ANNUAL FEES: CAHEA does not receive any fees for the accreditation services it provides. For the site visit and annual fees charged by individual review committees, see the individual entries.

JOINT REVIEW COMMITTEES

SUBCOMMITTEE ON ACCREDITATION

American Association of Blood Banks
1117 North 19th Street, Suite 600
Arlington, Virginia 22209
Telephone: 703-528-8200

Executive Director
Gilbert M. Clark, JD

Chairperson
Linda Winn, MT(ASCP)SBB
Stanford University Hospital
Transfusion Service P1099
Stanford, California 94305

The Subcommittee on Accreditation (SOA) was established in 1975. The SOA is sponsored by the American Association of Blood Banks.

ACCREDITATION FUNCTION: The SOA recommends to the Committee on Allied Health Education and Accreditation (CAHEA--see p.124) of the American Medical Association the appropriate accreditation category for educational programs for specialist in blood bank technology.

RECOGNITION STATUS: Recognized by COPA as a review committee for CAHEA. Listed by the U.S. Department of Education (ED) as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for specialists in blood bank technology. Geographic scope is national; programs outside the U.S. may be reviewed by the SOA only if they are in territories, posssessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS: 64 specialist in blood bank technology programs.

MEMBERSHIP: The SOA consists of members appointed by:

7 American Association of Blood Banks

The term of membership is indefinite.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR SOA REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation, p.124.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Specialist in Blood Bank Technology", revised, 1977.

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA, p.126.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA, p.126.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: SOA administrative requirements for maintaining accreditation include timely payment of review

committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $75; Evaluation fee - None.

CYTOTECHNOLOGY PROGRAM REVIEW COMMITTEE
Health Sciences Center
130 South 9th Street, Suite 810
Philadelphia, Pennsylvania 19107
Telephone: 215-WA2-3880

Secretary
Shirley Indictor

Chairperson
William M. Murphy, MD
Department of Pathology
Baptist Memorial Hospital
899 Madison Avenue
Memphis, Tennessee 38146

The Cytotechnology Program Review Committee (CPRC) was established in 1975. The CPRC is sponsored by the American Society of Cytology.

ACCREDITATION FUNCTION: The CPRC recommends to the Committee on Allied Health Education and Accreditation (CAHEA--see p.124) of the American Medical Association the appropriate accreditation category for educational programs for cytotechnologists.

RECOGNITION STATUS: Recognized by COPA as a review committee for CAHEA. Listed by the U.S. Department of Education (ED) as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for cytotechnologists. Geographic scope is national; programs outside the U.S. may be reviewed by the CPRC only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS: 68 cytotechnologist programs

MEMBERSHIP: CPRC consists of ten (10) representatives appointed by the American Society of Cytology. The term of membership is three years; only the chairperson is reappointed, and no maximum tenure is specified.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR CPRC REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation, p. 125.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Cytotechnologist", revised, 1977 (under revision, 1982/83).

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA, p.126.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA, p. 127.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: CPRC administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $300.

JOINT REVIEW COMMITTEE ON EDUCATION IN DIAGNOSTIC MEDICAL SONOGRAPHY
c/o American Society of Radiologic Technologists
55 E. Jackson Boulevard
Chicago, Illinois 60604
Telephone: 312-922-3968

Chairperson
Marc S. Lapayowker, MD
Temple University Hospital
Department of Radiology
3401 N. Broad Street
Philadelphia, Pennsylvania 19140

The Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDMS) was established in 1979. The JRCDMS is sponsored by the Society of Diagnostic Medical Sonographers, American Society of Radiologic Technologists, American College of Radiology, American Institute of Ultrasound in Medicine, American Society of Echocardiography, and Society of Nuclear Medicine.

ACCREDITATION FUNCTION: The JRCDMS recommends to the Committee on Allied Health Education and Accreditation (CAHEA--see p.124) of the American Medical Association the appropriate accreditation category for educational programs for diagnostic medical sonographers.

RECOGNITION STATUS: Recognized by COPA as a review committee for CAHEA. Currently petitioning to be included in the U.S. Department of Education (ED) as a review committee of CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for diagnostic medical sonographers. Geographic scope is national; programs outside the U.S. may be reviewed by the JRCDMS only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS: 6 diagnostic medical sonographer

MEMBERSHIP: The JRCDMS consists of members appointed by the:

2 Society of Diagnostic Medical Sonographer
1 American Society of Radiologic Technologists
1 American College of Radiology
1 American Institute of Ultrasound in Medicine
1 American Society of Echocardiography
1 Society of Nuclear Medicine
7 TOTAL

The term of membership is two years; members may be reappointed for a maximum of two consecutive terms.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRCDMS REVIEW: See Elgibility Requirements for Application for CAHEA Accreditation, p. 121.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Diagnostic Medical Sonographer", (Essentials adopted 1979; Guidelines approved 1980).

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA, p. 126.

THE ACCREDITING PROCESS: See The Accrediting Process, CAHEA, p. 127.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRCDMS administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $200; Evaluation fee $500.

JOINT REVIEW COMMITTEE ON EDUCATION IN ELECTROENCEPHALOGRAPHIC TECHNOLOGY
Route 2, Box 86
Edmond, Oklahoma 73034
Telephone: 405-842-8655

Secretary-Treasurer
Ernest G. Warner, Jr., MD

Chairperson
Mary Jo Martin, R. EEG T.
Medical College of Georgia
Department of Neurology
Augusta, Georgia 30901

The Joint Review Committee on Education in Electroencephalographic Technology (JRC/EEG) was established in 1973. The JRC/EEG is sponsored by the American Electroencephalographic Society, American Medical Electroencephaolographic Association and the American Society of Electroencephalographic Technologists.

ACCREDITATION FUNCTION: The JRC/EEG recommends to the Committee on Allied Health Education and Accreditation (CAHEA--see p.124) of the American Medical Association the appropriate accreditation category for educational programs for electroencephalographic technologists and technicians.

RECOGNITION STATUS: Recognized by COPA as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for electroencephalographic technologists and technicians.* Geographic scope is national; programs outside the U.S. may be reviewed by the JRC/EEG only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS: 18 electroencephalographic technologist programs.

MEMBERSHIP: The JRC/EEG consists of members appointed by the:

2 American Electroencephalographic Society
2 American Medical Electroencephalographic Association
4 American Society of Electroencephalographic Technologists
8 TOTAL

The term of membership is four years; members may be reappointed, and eight years is the maximum tenure specified.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRC/EEG REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation, p. 127.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the electroencephalographic Technologist"; revised 1980.
"Essentials of an Accredited Educational Program for the Electroencephalographic Technician"; adopted 1973.
"Guidelines for the Essentials of an Accredited Educational Program for the Electroencephalographic Technician"; approved 1974.

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA, p. 125.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA, p.127.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRC/EEG administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $250 + $25 per affiliate
Evaluation fee $500

* No electroencephalographic technician programs currently accredited.

JOINT REVIEW COMMITTEE ON EDUCATIONAL PROGRAMS FOR EMT-PARAMEDICS
P.O. Box 405
Newton Highlands, Massachusetts 02161-0405
Telephone: 617-894-7179

Executive Secretary
Sharin Paaso

Chairperson
Norman E. McSwain, MD
Department of Surgery
1430 Tulane Avenue
New Orleans, Louisiana 70112

The Joint Review Committee on Educational Programs for EMT-Paramedics (JRC--EMT-P) was established in 1978. The JRC-EMT-P is sponsored by the American College of Emergency Physicians, American College of Surgeons, American Psychiatric Association, American Society of Anesthesiologists, National Association of Emergency Medical Technicians, and the National Registry of Emergency Medical Technicians.

ACCREDITATION FUNCTION: The JRC-EMT-P recommends to the Committee on Allied Health Education and Accreditation (CAHEA--see p.124) of the American Medical Association the appropriate accreditation category for educational programs for EMT-Paramedics.

RECOGNITION STATUS: Recognized by COPA as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for EMT-Paramedics. Geographic scope is national; programs outside the U.S. may be reviewed by the JRC-EMT-P only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS: 7 EMT-P education programs

MEMBERSHIP: The JRC-EMT-P consists of members appointed by the:

2 American College of Emergency Physicians
2 American College of Surgeons
2 American Psychiatric Association
2 American Society of Anesthesiologists
2 National Association of Emergency Medical Technicians
2 National Registry of Emergency Medical Technicians
12 TOTAL

Terms of appointment are annual but not to exceed six years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRC-EMT-P REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation, p.125.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Emergency Medical Technician-Paramedic"

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA, p.124.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA, p.126.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRC-EMT-P administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $200; Evaluation fee - $300.

THE NATIONAL ACCREDITING AGENCY FOR CLINICAL LABORATORY SCIENCES (NAACLS)
547 West Jackson Boulevard
Suite 608
Chicago, Illinois 60606
Telephone: 312-461-0333

Executive Director
Carol M. Elkins, MR(ASCP), MEd

Chairperson
Allen Lipsey, MD
Clinical Laboratory
Children's Hospital of Los Angeles
4650 Sunset Boulevard
Los Angeles, California 90027

The NAACLS Review Board was established in 1973 as the successor to the ASCP Board of Schools. The Sponsoring Organizations of NAACLS are the American Society of Clinical Pathologists and the American Society for Medical Technology. The Participating Organizations of NAACLS are the American Society for Microbiology and the National Society for Histotechnology.

ACCREDITATION FUNCTION: The NAACLS Review Board recommends to the Committee on Allied Health Education and Accreditation (CAHEA--see p.121) of the American Medical Association, the appropriate accreditation category for education programs for Medical Technologists, Medical Laboratory Technicians-Associate Degree, Medical Laboratory Technicians-Certificate and Histologic Technicians.

RECOGNITION STATUS: Recognized by COPA as a review committee for CAHEA. Listed by the U.S. Department of Education (ED) as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for Medical Technologists, Medical Laboratory Technicians-Associate Degree, Medical Laboratory Technicians-Certificate and Histologic Technicians. Geographic scope is national; programs outside the U.S. may be reviewed by the NAACLS Review Board only if they are in territories, possessions, or protectorates of U.S.

NUMBER OF ACCREDITED PROGRAMS:

644 Medical Technologists
172 Medical Laboratory Technicians-Associate Degree
74 Medical Laboratory Technicians-Certificate
51 Histologic Technicians

MEMBERSHIP: The NAACLS Review Board consists of members appointed by the:

3 American Society for Medical Technology
3 American Society of Clinical Pathologists
1 American Society for Microbiology
1 National Society for Histotechnology
8 TOTAL

Elected by NAACLS Review Board:

1 general supervisory technologist
1 clinical laboratory director
2 non-MD, non-MT educators
2 non-health industry public representatives
2 supportive practitioners
8 TOTAL

The term of membership is four years.
NAACLS has three Review Committees for the various program levels. The membership of each is appointed by the Review Board for a 4 year term. The Medical Technologist Programs Review Committee has 12 members (5 medical technologists, 5 pathologists, and 2 non-MD, non-MT educators). The Medical Laboratory Technicians Programs (both Associate degree and Certificate) Review Committee has 9 members (3 medical technologists, 3 pathologists, 1 MLT practitioner, and 2 non-MD, non-MT educators). The Histotechnology Programs Review Committee has 5 members (3 histo-technician/technologists and 2 pathologists).

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR NAACLS REVIEW BOARD REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation, p. 125.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES (under revision 1982/83):
"Essentials and Guidelines of an Accredited Educational Program for Histology"; revised 1978.
"Essentials and Guidelines of an Accredited Educational Program for the Medical Laboratory Technician (Associate Degree)"; revised 1977.
"Essentials and Guidelines of an Accredited Educational Program for the Medical Laboratory Technician (Certificate)"; revised 1977.
"Essentials and Guidelines of an Accredited Educational Program for the Medical Technologist"; revised 1977.

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA, p. 126.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA, p. 127.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: NAACLS Review Board administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES:

Annual fee	$250 + $25 per clinical affiliate
Initial evaluation fee	$300 + site visit costs
Renewal evaluation fee	Site visit costs only

CURRICULUM REVIEW BOARD
American Association of Medical Assistants
One East Wacker Drive, Suite 2110
Chicago, Illinois 60601
Telephone: 312-944-2722

Executive Director
Ina L. Ynerich, RT, CMA-AC

Chairperson
Laura L. Lockhart, CMA-AC
American Association of Medical Assistants
One East Wacker Drive, Suite 2110
Chicago, Illinois 60601

The Curriculum Review Board (CRB) was established in 1972. The CRB is sponsored by the American Association of Medical Assistants' Endowment.

ACCREDITATION FUNCTION: The CRB recommends to the Committee on Allied Health Education and Accreditation (CAHEA--see p. 124)of the American Medical Association the appropriate accreditation category for educational programs for medical assisting and medical assisting pediatrics.

RECOGNITION STATUS: Recognized by COPA as a review committee for CAHEA. Listed by the U.S. Department of Education (ED) as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for medical assisting and medical assisting pediatrics. Geographic scope is national; programs outside the U.S. may be reviewed by the CRB only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS:

167 medical assistant programs
1 medical assistant-pediatrics program

MEMBERSHIP: The CRB consists of members appointed by the:

7 American Association of Medical Assistants

The term of membership is two years; members may be reappointed for no more than three consecutive terms.

ELIGIBILITY FOR APPLICATION FOR CRB REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation, p. 125.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Medical Assistant"; revised 1977. "Essentials and Guidelines of an Accredited Educational Program for the Medical Assistant in Pediatrics"; adopted 1972.

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA, p. 126.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA, p. 127.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: CRB administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $300; Evaluation fee - $500.

American Association of Medical Assistants' Endowment

President
Mabel Ann Veech
Medical Assistant

The American Association of Medical Assistants' Endowment was established in 1956.

POSTSECONDARY ACCREDITING BODY:

COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION in collaboration with the AAMA CURRICULUM REVIEW BOARD

CURRICULUM REVIEW BOARD
Director of Accreditation
Nancy K. Roadcap
Chairman
Laura L. Lockhart
Medical Assistant

The Curriculum Review Board, established in 1966 as the Approval Program Committee of the AAMA, became the Curriculum Review Board of The AAMA Endowment in 1972.

ACCREDITATION FUNCTION: The AAMA Curriculum Review Board collaborates with the American Medical Association to make recommendations to the Committee on Allied Health Education and Accreditation of the AMA (CAHEA--see p.124).Using these recommendations as a basis for decision making, CAHEA then takes appropriate accreditation actions for medical assisting programs.

RECOGNITION STATUS: Represented in the Council on Postsecondary Accreditation as a review committee for CAHEA. Listed by the U.S. Department of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Programs in medical assisting and medical assisting (pediatric specialty) are accredited at the certificate/diploma and associate degree levels nationwide.

NUMBER OF ACCREDITED PROGRAMS:

158 medical assisting program (as of April 1982)
1 medical assisting in pediatrics program (as of April 1982)

MEMBERSHIP: The composition of the Curriculum Review Board is as follows:

4 active members of AAMA, all of whom must be AAMA certified medical assistants, and at least three of whom shall be practicing medical assistants
1 licensed physician who is, or has recently been, in private practice

1 educator from an institution offering a CAHEA accredited program in the non-proprietary college, university, or vocational/technical school sector
1 educator from an institution offering a CAHEA accredited program in the proprietary school sector
1 president or vice president of the AAMA Endowment (ex officio, without vote)
1 physician-advisor to the AAMA Endowment or his designee (ex officio, without vote)

ACCREDITATION AND CERTIFICATION: The association offers a certification program. The eligibility requirements established by the AAMA Certifying Board allow students graduating from CAHEA-accredited programs to apply for the examination prior to completing work experience requirements otherwise required.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) Educational programs must be established at the postsecondary level, in institutions that are accredited to offer postsecondary education, and may be offered by: (a) junior and community colleges; (b) senior colleges and universities; (c) vocational/technical schools and institutions; (d) proprietary educational institutions; and (e) military schools.
(2) The institution shall hold, or have candidate status for accreditation by an agency listed by the U.S. Department of Education, or be otherwise acceptable to the AMA and the AAMA. The institution must have the necessary clinical facilities and/or educational facilities to provide required learning experiences for the students.

ACCREDITATION STANDARDS AND GUIDELINES: "Essentials of an Accredited Educational Program for the Medical Assistant", January, 1977.
"Essentials of an Approved Educational Program for Medical Assistant in Pediatrics", June, 1972.

ACCREDITATION CLASSIFICATIONS: Accreditation: The program is in substantial compliance with all Essentials for accreditation; maximum term is presently five years.
Accreditation with Qualifications: The program has certain shortcomings in compliance with one or more Essentials, and the deficiencies are believed to be correctable; a progress report is mandatory.
Probationary Accreditation: The program is presently accredited and evidence is available to verify the existence of program characteristics which represent failure to be in substantial compliance with the Essentials and which threaten the capability of the program to provide acceptable educational experiences for its students. A progress report and/or on-site survey may be required. A probationary period should not be permitted to extend beyond two years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation Withheld: An applying program as currently planned or conducted, does not fulfill several major requirements specified in the Essentials and the deficiencies are not easily correctable.
Accreditation Withdrawn:

(1) At request of Institution (not an adverse action): The sponsoring institution and affiliates advised that, as they have requested, the

name of the program has been removed from the list of accredited programs. The sponsoring institution is informed that any reactivation of the program will be treated as a new program for purposes of accreditation.

(2) Failure to Comply with Essentials: The sponsoring institution fails to show evidence of substantial compliance with the Essentials within the specified probationary period. A student enrolled in the program when the institution offering the program is notified that accreditation has been withdrawn will be permitted to complete the program on the usual schedule and will be considered as a graduate of a CAHEA accredited program.

THE ACCREDITING PROCESS:

(1) An in-depth programmatic self-study report is required of all programs applying for initial or continuing accreditation. A written critique is made and shared with the program; a response is requested prior to scheduling the survey visit.

(2) An evaluation team site visit follows the submission of the self-study report. The average team consists of two persons. The usual duration of the visit is two days. A fee is charged to help defray the expenses of the visit.

(3) A report of the team's findings is forwarded to the program director and institutional head, and a response is requested before the Curriculum Review Board takes action on the report.

(4) The Curriculum Review Board makes a recommendation concerning the accreditation decision to the CAHEA.

(5) Notification of the accreditation decision is forwarded to the institutional head and program director by CAHEA.

(6) The institution may appeal an adverse decision, according to the established policies and procedures and AAMA/CAHEA.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Annual statistical reports are requested by the AMA from all accredited programs.

FEES:

Annual fee	$300
On-site evaluation fee	$500

American Medical Record Association

President
Mary Alice Hanken
Assistant Professor, Health Information Services,
Seattle University, Seattle, Washington

President-Elect
Mildred S. Leger
Central Virginia Community College, Fort Hill Station,
Lynchburg, Virginia

The American Medical Record Association was established in 1928 as the Association of Record Librarians of North America. The present title was adopted in 1970.

POSTSECONDARY ACCREDITING BODY:

COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION in collaboration with the AMRA COUNCIL ON EDUCATION
Director, Academic Division
Margaret A. Skurka (acting)
Chairperson
Shirley Eichenwald
Instructor, Department of Health, College of St. Scholastica, Duluth, Minnesota

ACCREDITATION FUNCTION: The Council on Education of the AMRA is the review committee responsible for policy and decision-making relative to the accreditation of educational programs for medical record administrators and medical record technicians. The council makes recommendations directly to the Committee on Allied Health Education and Accreditation, American Medical Association (CAHEA--see p.124) which is the final accrediting body.

RECOGNITION STATUS: Represented in the Council on Postsecondary Accreditation, as a review committee for CAHEA. Listed by the U.S. Department of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Programs in medical (health) record administration and medical (health) record technology. Geographic scope includes the United States and territories.

NUMBER OF ACCREDITED PROGRAMS:

55 medical record administration
83 medical record technology

MEMBERSHIP: The Council on Education is composed of:

2 medical record technician instructors
2 medical record administrator instructors
1 accredited record technician
4 non-instructor medical record practitioners
9 TOTAL

Advisors: One director from the Academic Division, Continuing Education Division, Independent Study Division, Educator consultant as needed; and liaison member from AMRA Board of Directors. Members are appointed by the AMRA president-elect with Board of Directors and serve three-year terms.

ACCREDITATION AND CERTIFICATION: Graduation from a CAHEA/AMRA accredited educational program for medical record administrators or medical record technicians is required for certification as a registered record administrator (RRA) or an accredited record technician (ART).

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Educational programs for medical record administrators or medical record technicians which have been organized in compliance with the CAHEA/AMRA Essentials are eligible to apply.

ACCREDITATION STANDARDS AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Medical Record Administrator", revised

1981.
"Essentials of an Accredited Educational Program for the Medical Record Technician", December, 1976.

ACCREDITATION CLASSIFICATIONS: Accreditation Withheld: This recommendation concerns a new program. Information contained in the application or the report of the visiting team indicates that the program as currently planned or conducted, does not fulfill several major requirements specified in the Essentials and that the deficiencies are not easily corrected.
Accreditation Withdrawn at the Request of the Institution (not an adverse decision): The sponsoring institution and affiliates are advised that, as they have requested, the name of the program has been removed from the list of accredited programs. The sponsoring institution is informed that any reactivation of the program will be treated as a new program for purposes of accreditation.
Accreditation Withdrawn Because of Failure to Comply with Essentials: The sponsoring institution fails to show evidence of substantial compliance with the Essentials within the specified probationary period. This recommendation is made when it is determined that all other possibilities have been exhausted and no other alternative is feasible. Notification of action by the AMA/CME is sent by registered mail. The sponsoring institution may appeal, in writing, through established channels or may re-apply for accreditation as a new applicant at a later date.
A student enrolled in the program when the institution offering the program is notified that accreditation has been withdrawn will be permitted to complete the program on the usual schedule and will be considered as a graduate of an AMA accredited program.

THE ACCREDITING PROCESS:

(1) A self-evaluation report must be submitted by a program applying for initial or continuing accreditation. The report, when completed, should reflect the degree to which the program determines that it meets the expectations established by the standards.
(2) An on-site visit by a survey team follows the submission of the self-evaluation report. The team is ordinarily composed of two members, a representative of the AMA and a representative of the Council on Education. A third member may be included on occasion. If the institution wishes to have a general educator on the survey team, it may arrange for such a representative from the appropriate regional accrediting commission of higher education.
(3) A draft of the survey report is sent to the institution to provide opportunity to review the factual part of the report and comment on its accuracy before the report is submitted to the Council on Education.
(4) The Council reviews the report and makes a recommendation to CAHEA.
(5) CAHEA notifies the institution and AMRA of the accreditation action taken approximately three to six months following the visit. A copy of the final survey report is sent to the school.
(6) The institution may appeal an adverse decision by submitting to CAHEA, in writing, the objections to the survey report together with supporting data or information related to the evaluation of the educational program. CAHEA refers the appeal to the Council on Education. If the situation warrants a second evaluation by a different survey team, a re-survey will be scheduled and final action taken after careful analysis of the findings.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: CAHEA annually provides a report form which must be completed, signed by the director of the educational program, and returned promptly.

FEES: The following fees are charged by the American Medical Record Association for accreditation services:

$500 payable upon receipt of application for accreditation
$300 annual sustaining fee

COUNCIL ON EDUCATION
American Medical Record Association
875 N. Michigan Avenue, Suite 1850
Chicago, Illinois 60611
Telephone: 312-787-2672

Executive Director
Rita Finnegan, RRA

Chairperson
Shirley Eichenwald, RRA
Department of Health Information Administration
College of Sr. Scholastica
1200 Kenwood Avenue
Duluth, Minnesota 55811

The Council on Education (COE) was established in 1980 (formerly known as the Education and Registration Committee which was founded in 1951). The COE is sponsored by the American Medical Record Association. The COE recommends to the Committee on Allied Health Education and Accreditation (CAHEA-- see p124) of the American Medical Association the appropriate accreditation category for educational programs for medical record administrators and medical record technicians.

RECOGNITION STATUS: Recognized by COPA as a review committee for CAHEA. Listed by the U.S. Department of Education (ED) as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for medical record administrators and technicians. Geographic scope is national; programs outside the U.S. may be reviewed by the COE only if they are in territories, possessions or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS:

56 medical record administrator programs
83 medical record technician programs

MEMBERSHIP: The COE consists of members appointed by the:

9 American Medical Record Association

The term of membership is three years; three new members are appointed annually.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR COE REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation, p. 125.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Medical Record Administrator"; revised 1981.
"Essentials and Guidelines of an Accredited Educational Program for the Medical Record Technician"; revised 1976.

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA, p.126.

THE ACCREDITING PROCESS: See The Accrediting Process CAHEA, p.127.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: COE administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $300; Evaluation fee - $500.

JOINT REVIEW COMMITTEE ON EDUCATIONAL PROGRAMS IN NUCLEAR MEDICINE TECHNOLOGY
445 South 300 East
Salt Lake City, Utah 84111
Telephone: 801-335-9628

Executive Director
Elaine J. Cuklanz, MT(ASCP)NM

Chairperson
Vernon Ficken, MR, RTN(ARRT)
Department of Nuclear Medicine
University of Oklahoma Medical Center
P.O. Box 26901
Oklahoma City, Oklahoma 73190

The Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRC/NMT) was established in 1970. The JRC/NMT is sponsored by the American College of Radiology, American Society of Clinical Pathologists, American Society for Medical Technology, American Society of Radiologic Technologists, Society of Nuclear Medicine, and the Society of Nuclear Medicine (Technologist Section).

ACCREDITATION FUNCTION: The JRC/NMT recommends to the Committee on Allied Health Education and Accreditation (CAHEA--see p.124) of the American Medical Association the appropriate accreditation category for educational programs for nuclear medicine technologists.

RECOGNITION STATUS: Recognized by COPA as a review committee for CAHEA. Listed by the U.S. Department of Education (ED) as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for nuclear medicine technologists. Geographic scope is national; programs outside the U.S. may be reviewed by the JRC/NMT only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS: 139 nuclear medicine technologist programs

MEMBERSHIP: The JRC/NMT consists of members appointed by the:

2 American College of Radiology
2 American Society of Clinical Patholgists
2 American Society for Medical Technology
2 American Society of Radiologic Technologists
2 Society of Nuclear Medicine
2 Society of Nuclear Medicine (Technologist Section)
12 TOTAL

The term of membership is four years; members may be reappointed for a maximum tenure of eight years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRC/NMT REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation, p.125.

ACCREDITATION STANDARDS (ESSENTIALS) GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Nuclear Medicine Technologist"; revised 1976 (under revision 1982/83).

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA, p.126.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA, p.127.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: AC/AOTA administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $250 + $50 per affiliate; Evaluation fee $500.

ACCREDITATION COMMITTEE
Educational Programs in Occupational Therapy
1383 Piccard Drive
Rockville, Maryland 20850
Telephone: 301-948-9626

Accreditation Coordinator
Betsy Ranslow, OTR/L

Chairperson
Nancy V. Snyder, MS, OTR/L, FAOTA
Director of Rehab. Program Evaluation and Director of Occupational Therapy Clinical Education
Ohio State University Hospital
472 W. 8th Avenue, Room 1150
Columbus, Ohio 43210

The Accreditation Committee, American Occupational Therapy Association (AC/AOTA) was established in 1935. The AC/AOTA is sponsored by the American Occupational Therapy Association.

ACCREDITATION FUNCTION: The AC/AOTA recommends to the Committee on Allied Health Education and Accreditation (CAHEA--see p. 124) of the American Medical Association the appropriate accreditation category for educational programs for occupational therapists.

RECOGNITION STATUS: Recognized by COPA as a review committee for CAHEA. Listed by the U.S. Department of Education (ED) as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for occupational therapists. Geographic scope is national: programs outside the U.S. may be reviewed by the AC/AOTA only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS: 55 occupational therapist programs.

MEMBERSHIP: The AC/AOTA consists of seventeen (17) representatives appointed by the American Occupational Therapy Association which includes two (2) public members.
The term of membership is three years; members may be reappointed for a maximum tenure of six years. The chairperson may be reappointed for a maximum tenure of seven years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR AC/AOTA REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation, p.125.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Occupational Therapist"; revised 1973 (under revision, 1982/83).

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA, p.126.

THE ACCREDITING PROCESS: See The Accrediting Process, CAHEA, p.127.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: AC/AOTA administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $200; Evaluation fee - $300.

JOINT REVIEW COMMITTEE ON EDUCATIONAL PROGRAMS FOR THE OPHTHALMIC MEDICAL ASSISTANT
1812 North St. Paul Road
St. Paul, Minnesota 55109
Telephone: 612-770-9775

Accreditation Coordinator
Alice Liska

Chairperson
Michelle Pett-Vaughan, COT
21152 Norwood
Harper Woods, Michigan 48225

The Joint Review Committee on Educational Programs for the Ophthalmic Medical Assistant (JRC/OMA) was established in 1975. The JRC/OMA is sponsored by the Joint Commission on Allied Health Personnel in Ophthalmology and the American Association of Certified Allied Health Personnel in Ophthalmology.

ACCREDITATION FUNCTION: The JRC/OMA recommends to the Committee on Allied Health Education and Accreditation (CAHEA--see p. 124) of the American Medical Association the appropriate accreditation category for educational programs for ophthalmic medical assistants.

RECOGNITION STATUS: Recognized by COPA as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for ophthalmic medical assistants. Geographic scope is national; programs outside the U.S. may be reviewed by the JRC/OMA only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS: 6 ophthalmic medical assistant programs

MEMBERSHIP: The JRC/OMA consists of members appointed by the:

2 Joint Commission on Allied Health Personnel in Ophthalmology
2 American Association of Certified Allied Health Personnel in Ophthalmology
4 TOTAL

The term of membership is three years; members may be reappointed, and no maximum tenure is specified.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRC/OMA REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation, p.125.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES:
"Essentials and Guidelines of an Accredited Educational Program for the Ophthalmic Medical Assistant"; Essentials revised 1981 and Guidelines approved 1982.

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA, p.126.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA, p.127.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITION: JRC/OMA administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $200; Evaluation fee - $300.

JOINT REVIEW COMMITTEE FOR PERFUSION EDUCATION
AMA-DAHEA
535 N. Dearborn Street
Chicago, Illinois 60610
Telephone: 312-751-6297

Chairperson
LeRoy H. Ferries, BS, CCP
Marshfield Clinic
1000 N. Oak
Marshfield, Wisconsin 54449

The Joint Review Committee for Perfusion Education (JRC-PE) was established in 1980. The JRC-PE is sponsored by the American Association for Thoracic Surgery, American Board of Cardiovascular Perfusion, American Society of Extra-Corporeal Technology, and the Society of Thoracic Surgeons.

ACCREDITATION FUNCTION: The JRC-PE recommends to the Committee on Allied Health Education and Accreditation (CAHEA--see p.124) of the American Medical Association the appropriate accreditation category for educational programs for perfusionists.

RECOGNITION STATUS: Recognized by COPA as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for perfusionists. Geographic scope is national; programs outside the U.S. may be reviewed by the JRC-PE only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS: 6 perfusionist education programs

MEMBERSHIP: The JRC-PE consists of members appointed by the:

2 American Association of Thoracic Surgeons
2 American Board of Cardiovascular Perfusion
2 American Society of Extra-Corporeal Technology
2 Society of Thoracic Surgeons
8 TOTAL

Terms of appointment are annual but not to exceed six years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRC-PE REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation, p. 125.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Education Program for the Perfusionist"

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA, p. 126.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA, p. 127.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRC-PE administrative requirements for maintaining accreditation include timely payment of review

committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $250; Evaluation fee - Costs of visit.

JOINT REVIEW COMMITTEE ON EDUCATIONAL PROGRAMS FOR PHYSICIAN'S ASSISTANTS
535 North Dearborn Street
Chicago, Illinois 60610
Telephone: 312-751-6280

Secretary
Lawrence M. Metmer, MHA

Chairperson
Frances L. Horvath, MD, Dean
School of Allied Health Professions
St. Louis University Medical Center
1504 South Grand Boulevard
St. Louis, Missouri 63104

The Joint Review Committee on Educational Programs for Physician's Assistants (JRC/PA) was established in 1972. The Committee is sponsored by the American Academy of Family Physicians, the American Academy of Pediatrics, the American Academy of Physician Assistants, the American College of Physicians, the American College of Surgeons and the Association of Physician Assistant Programs.

ACCREDITATION FUNCTION: The JRC/PA recommends to the Committee on Allied Health Education and Accreditation (CAHEA--see p. 124) of the American Medical Association the appropriate accreditation recognition merited by applicant educational programs for assistants to primary care physicians and surgeon's assistants.

RECOGNITION STATUS: Recognized by COPA as a review committee within the scope of CAHEA. The Committee is also listed with CAHEA by the U.S. Department of Education (ED).

SCOPE OF ACCREDITATION: Maintains shared policies and procedures with CAHEA in assessing compliance with standards established for programs preparing assistants to primary care physicians and surgeon's assistants. Geographic scope is national. Programs outside the U.S. may be reviewed by the JRC/PA only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS:

54 assistants to primary care physician programs
3 surgeon's assistant programs

MEMBERSHIP: The JRC/PA consists of members appointed by the:

2 American Academy of Family Physicians
2 American Academy of Pediatrics
3 American Academy of Physician Assistants

3 American College of Physicians
American College of Surgeons
Association of Physician Assistant Programs
TOTAL

The term of membership is three years. Members may be reappointed for an additional three year period. After serving two full terms, the member must be retired from the Committee for at least one (1) year before being eligible for reappointment. Completion of an unexpired term of another member does not constitute a full term.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRC/PA REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation, p. 125.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for Assistants to the Primary Care Physician"; revised 1978.
"Essentials of an Accredited Educational Program for the Surgeon's Assistant"; revised 1982.

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA, p. 126.

THE ACCREDITING PROCESS: See The Accrediting Process, CAHEA, p. 127.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRC/PA administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, providing to the Committee curriculum vitae of newly retained key program personnel, as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable on-site evaluation schedule, and submitting required progress reports.

FEES: Annual fee - $350; Evaluation fee - $350.

JOINT REVIEW COMMITTEE FOR EDUCATION IN RADIOLOGIC TECHNOLOGY
307 N. Michigan Avenue, Suite 1801
Chicago, Illinois 60601
Telephone: 312-726-9150

Executive Director
Robert L. Coyle, RT(R)

Chairperson
Jonathon L. Stolz, MD
Community General Hospital
Department of Radiology
145 N. 6th Street
Reading, Pennsylvania 19601

The Joint Review Committee for Education in Radiologic Technology (JRCERT) was established in 1969. The JRCERT is sponsored by the American Society of Radiologic Technologists and the American College of Radiology.

ACCREDITATION FUNCTION: The JRCERT recommends to the Committee on Allied Health Education and Accreditation (CAHEA--see p.124) of the American Medical

Association the appropriate accreditation category for education programs for radiation therapy technologists and radiographers.

RECOGNITION STATUS: Recognized by COPA as a review committee for CAHEA. Listed by the U.S. Department of Education (ED) as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for radiation therapy technologists and radiographers. Geographic scope is national; programs outside the U.S. may be reviewed by the JRCERT only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS:

108 radiation therapy technologist
790 radiographer

MEMBERSHIP: The JRCERT consists of members appointed by the:

3 American Society of Radiologic Technologists
3 American College of Radiology
6 TOTAL

The term of membership is three years; members may be reappointed, and no maximum tenure is specified.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRCERT REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation, p. 125.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Radiation Therapy Technologist"; revised 1982.
"Essentials and Guidelines of an Accredited Educational Program for the Radiographer"; revised 1978 (under revision, 1982/83).

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA, p. 126.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA, p. 127.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITION: JRCERT administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $300 + $50 per clinical affiliate; Evaluation fee - $725 + site visit costs.

JOINT REVIEW COMMITTEE FOR RESPIRATORY THERAPY EDUCATION

1701 W. EULESS BOULEVARD
SUITE 200
EULESS, TEXAS 76039
TELEPHONE: 817-283-2835

Executive Director
Philip A. von der Heydt

Chairperson
Thomas J. DeKornfeld, MD
A6065
Department of Anesthesiology, University of Michigan
Ann Arbor, Michigan

The Joint Review Committee for Respiratory Therapy Education was established in 1956 as the Board of Schools for Inhalation Therapy. The present title was adopted in 1974. The JRCRTE is currently sponsored by the American Association for Respiratory Therapy, American College of Chest Physicians, American Society of Anesthesiologists, and the American Thoracic Society.

ACCREDITATION FUNCTION: The Joint Review Committee for Respiratory Therapy Education recommends to the Committee on Allied Health Education and Accreditation, American Medical Association (CAHEA-see p. 124)the appropriate action regarding the accreditation of educational programs for respiratory therapists and respiratory therapy technicians.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation as a review committee for CAHEA. Listed by the U.S. Department of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Educational programs for respiratory therapists and respiratory therapy technicians. Geographic scope is national, including Puerto Rico.

NUMBER OF ACCREDITED PROGRAMS:

190 respiratory therapist programs
176 respiratory therapist technician programs

MEMBERSHIP: The Joint Review Committee for Respiratory Therapy Education is composed of:

2 representatives from the American Society of Anesthesiologists
2 representatives from the American College of Chest Physicians
2 representatives from the American Thoracic Society
6 representatives from the American Association for Respiratory Therapy
1 public member
13 TOTAL

Term of membership varies among appointing organizations.

ACCREDITATION AND CERTIFICATION: All candidates who sit for the certification examinations for respiratory therapists and respiratory therapist technicians must be graduates of a JRCRTE/CAHEA accredited program.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The institution offering the program for respiratory therapists must be a postsecondary educational institution accredited by an agency recognized by the Council on Postsecondary Accreditation or the U.S. Department of Education.

(2) The institution offering the program for respiratory therapy technicians must: (a) be a postsecondary educational institution accredited by an agency recognized by the Council on Postsecondary Accreditation or the U.S. Department of Education; or (b) be a JCAH hospital or one that meets JCAH requirements for accreditation and be affiliated with an appropriately accredited educational postsecondary institution.

ACCREDITATION STANDARDS AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational program for the respiratory therapist", 1977.
Essentials and Guidelines of an Accredited Educational Program for the Repiratory Therapy Technician", 1977.

ACCREDITATION CLASSIFICATIONS: Accreditation: The program is in substantial compliance with all Essentials for accreditation. Maximum term is five years.
Accreditation with Qualifications: The program has shortcomings or deficiencies in compliance with the Essentials which, however, are believed to be correctable.
Probationary Accreditation: Evidence is available to verify the existence of program characteristics which represent failure to be in substantial compliance with the Essentials and which threaten the capability of the program to provide acceptable educational experiences for its students. Maximum term is two years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation Withheld: An applying program, as currently planned or conducted, does not fulfill several major requirements specified in the Essentials and the deficiences are not easily correctable.
Accreditation Withdrawn:

(1) At the Request of the Institution: The sponsoring institution and affiliates are advised that, as they have requested, the name of the program has been removed from the list of accredited programs. The sponsoring institution is informed that any reactivation of the program will be treated as a new program for purposes of accreditation.
(2) Failure to Comply with Essentials: The sponsoring institution fails to show evidence of substantial compliance with the Essentials within the specified probationary period. A student enrolled in the program when the institution offering the program is notified that accreditation has been withdrawn will be permitted to complete the program on the usual schedule and will be considered as a graduate of a JRCRTE/CAHEA accredited program.

THE ACCREDITING PROCESS:

(1) A programmatic self-study is required of all programs applying for initial or continuing accreditation.
(2) An evaluation team site visit follows the submission of the self-study report. The team consists of two members--a physician who must be eligible to be the medical director of the program visited and a respiratory therapist who must be eligible to be program director of the program visited. An assessment fee is charged to help defray the expenses of the visit.
(3) The report of the evaluation team visit is reviewed by JRCRTE and an appropriate recommendation concerning accreditation is reached.
(4) The recommendation of the JRCRTE is forwarded to CAHEA.
(5) The director of the education program and appropriate administrative officers of the institution are informed by letter of the recommendation of JRCRTE and the action taken by CAHEA.

(6) The institution may appeal an adverse decision, according to the established policies and procedures of JRCRTE/CAHEA.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Each accredited program is required to submit an annual report to CAHEA. This report, filed on a standard form supplied, requests statistical data concerning students, faculty, and such other information as CAHEA may from time to time require.

FEES:

Annual fee	$200 + $25 per clinical affiliate over one
Evaluation fee	$500 - Initial visit $300 - Re-evaluation visit

JOINT REVIEW COMMITTEE ON EDUCATION FOR THE SURGICAL TECHNOLOGIST
Caller No. E
Littleton, Colorado 80120
Telephone: 303-978-9010

Secretary/Treasurer
Sandra L. Wilkins

Chairperson
Edward B. Weimer, MBA
American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

The Joint Review Committee on Education for the Surgical Technologist (JRC/ST) was established in 1972. The JRC/ST is sponsored by the American College of Surgeons, the American Hospital Association and the Association of Surgical Technologists.

ACCREDITATION FUNCTION: The JRC/ST recommends to the Committee on Allied Health Education and Accreditation (CAHEA--see p.124) of the American Medical Association the appropriate accreditation recognition merited by applicant programs for the education of surgical technologists.

RECOGNITION STATUS: Recognized by COPA as a review committee within the scope of CAHEA. The Committee is also listed with CAHEA by the U.S. Department of Education (ED).

SCOPE OF ACCREDITATION: Maintains shared policies and procedures with CAHEA in assessing compliance with standards established for programs preparing surgical technologists. Geographic scope is national. Programs outside the U.S. may be reviewed by the JRC/ST only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS: 91 surgical technology programs

MEMBERSHIP: The JRC/ST consists of members appointed by the:

1 American College of Surgeons
1 American Hospital Association
1 Association of Surgical Technologist
3 TOTAL

Each organization is also represented by an alternate member. The term of membership is three years; members may be reappointed. No maximum tenure is specified.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRC/ST REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation, p. 125.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Surgical Technologist"; adopted 1972; Guidelines approved 1980.

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA, p. 126.

THE ACCREDITING PROCESS: See The Accrediting Process, CAHEA, p. 127.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRC/ST administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, notice of appointments of key program personnel with current curriculum vitae, as required by the Essentials; submitting accreditation documents within a reasonable period of time; agreeing to a reasonable on-site evaluation schedule; and submitting required progress reports.

FEES: Annual fee - $175; Evaluation fee - $300.

COUNCIL ON CHIROPRACTIC EDUCATION

3209 INGERSOLL AVENUE
DES MOINES, IOWA 50312
TELEPHONE: 515-255-2184/5

Executive Secretary
Ralph G. Miller
President
Ernest G. Napolitano, President
New York Chiropractic College, Glen Head, New York

The Council on Chiropractic Education was established in 1947 by the Committee on Educational Standards of the National Chiropractic Association (now the American Chiropratic Association) and the Council of State Chiropractic Examination Boards. It was incorporated as an autonomous national organization in 1971. It was sponsored by the American Chiropractic Association, the International Chiropractors Association, and the Federation of Chiropractic Licensing Boards.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON ACCREDITATION
Executive Secretary
Ralph G. Miller
Chairperson
James A. Mertz
Chiropractor

The Commission on Accreditation was established in 1971.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits institutions offering professional degrees in chiropractic; geographic scope is national.

NUMBER OF ACCREDITED INSTITUTIONS: 9 accredited institutions; 4 recognized candidates for accreditation.

MEMBERSHIP: The Commission on Accreditation is composed of nine members, as follows:

- 2 members appointed by the voting institutional members from the faculties or administrative officers of the member colleges
- 2 members appointed by the sponsoring Federation of Chiropractic Licensing Boards
- 3 members appointed by the sponsoring national association. In case of multiple sponsorship, the appointments will be made on the basis of prorated certified membership of the sponsoring organizations
- 2 nonchiropractic members, representing the general public, appointed by the Council on Chiropractic Education

Members shall not be acting in any official capacity in the sponsoring professional organizations and no more than two shall be graduates from, or be connected officially with, any one chiropractic college. Term of membership is three years.

ACCREDITATION AND LICENSURE: Approximately 37 chiropractic licensing boards require graduation from a CCE status-holding institution for licensure.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible to apply for a preaccreditation or accredited status, a college shall:

(1) Have a charter. It is strongly recommended that a college be incorporated under the laws of the state of its residence as a nonprofit, nonproprietary institution exempt from taxation due to its devotion to educational purposes, and there should be no disbursing of income or assets which inure to the benefit of any private party. An institution must be lawfully operating in its state of residence.
(2) Have formal authority from the appropriate governmental agency of its state of residence or its state of charter to award D.C. degrees.
(3) Have a governing board of not less than nine members which includes representation reflecting the public interest.
(4) Have the internal organization and financial base or funding commitments to adequately carry on current and projected operations for the required level of institutional excellence.
(5) Have employed a chief executive officer.
(6) Have complied with the CCE admissions criteria for no less than two years. An applicant college in operation less than two years must show compliance from the beginning of its operations.
(7) Have institutional objectives which embrace those stated in the Educational Standards as well as a clear statement of a plan for achieving them.
(8) Offer a curriculum, the content, scope and organization of which embrace the Educational Standards.
(9) Have facilities, equipment and faculty sufficient for teaching and training the student body in accordance with its educational objectives.
(10) Furnish the Commission on Accreditation with a certified copy of a formal action taken by its governing board at a legally constituted meeting indicating subscription to the standards, rules and policies of CCE as set forth in Article 3.01(1) of its Bylaws.
(11) Have utilized the services of a CCE consultant or a consultant acceptable to the Commission on Accreditation of the CCE for a period of not less than one year if applying for preaccreditation status and not less than two years if applying for accredited status.
(12) Has established a record of compliance with generally accepted standards of professional ethics especially with respect to student recruitment and public information.

ACCREDITATION STANDARDS AND GUIDELINES: Educational Standards for Chiropractic Colleges, April, 1981.

ACCREDITATION CLASSIFICATIONS: Recognized Candidate for Accreditation: Indicates that the institution complies with eligibility requirements, is actively engaged in the process of seeking accreditation, and allows the commission to assist in

the development of the institution and its self-study through consultative assistance. Maximum term is four years.
Accredited: Granted to institutions that, upon completion of the full accreditation procedure, are deemed to comply with the standards. To be eligible, an institution must have graduated at least one full-term class and demonstrate compliance with eligibility requirements. Maximum term is five years.

ACCREDITATION ACTIONS/DECISIONS: The following actions are utilized by the Commission with respect to Recognized Candidate for Accreditation status:

(1) Grant Recognized Candidate for Accreditation status.
(2) Defer action on granting Recognized Candidate for Accreditation status for a certain time pending receipt of specified evidence.
(3) Denial of Recognized Candidate for Accreditation status.
(4) Revocation of Recognized Candidate for Accreditation status, for cause, following appropriate due process.

The following five status actions are utilized by the Commission with respect to accredited status:

(1) Initial Accreditation or Reaffirming Accreditation:

a. With recommendations.
   i. With timetable for action
   ii. Without timetable for action
   iii. With request for progress report at specified times

b. Without recommendations.
c. Other specified conditions.

(2) Deferment of initial accreditation for a certain time pending receipt of specified evidence based on one or more of the following:

a. Regular progress report indicating compliance with recommendations.
b. Special report indicating compliance with recommendations.
c. A supplementary visit by Committee representative.
d. Consultant's report to the Commission and/or visit by the institution's consultant with the Commission.
e. A meeting with representatives of the institution.
f. Other specified conditions.
g. A combination of any of the above.

(3) Denial of initial accreditation:

a. Commission identifies criteria not being met.
b. Recommendations by Commission to assist institution in meeting criteria.
c. Assignment by Commission, of mutually agreed upon consultant, if not previously assigned.
d. Commission may offer Recognized Candidate for Accreditation status, with or without conditions and/or recommendations.

(4) Revocation of accredited status:

a. Possible steps to disaccreditation:
   i. Accredited--public probation--unaccredited.

ii. Accredited--confidential probation--public probation--unaccredited.

(5) Reinstatement of accredited status:

a. Submission of updated or new self-study.
b. Visitation.
c. Hearing on team report. Evidence of correction of deficiencies which led to disaccreditation and compliance with standards.

THE ACCREDITING PROCESS:

(1) The institution is encouraged to utilize the services of a CCE Consultant or one acceptable to the Commission on Accreditation.
(2) The institution then initiates a plan of action with the achievement of status as the objective. This is done with the assistance and guidance of one or more consultants and/or Commission staff.
(3) A major aspect of the plan will be the organization of a self-evaluation committee which will direct and monitor an institutional self-evaluation.
(4) The self-evaluation process will result in the creation of either a status-study (for pre-accredited status), or a self-study (for accredited status). This document will become the formal application.
(5) First, the institution must submit an eligibility requirements document. Upon its approval, the status or self-study is submitted as the formal application.
(6) An evaluation team visits the institution following commission approval of the status or self-study. The average team consists of five members plus a CCE staff member. The usual duration of the visit is three days. Expenses of the visit average approximately $1100 per team member and are borne by the host institution through the assessment of a standard fee.
(7) A first draft of the team's report is sent to the chief administrative officer of the college for correction of factual errors.
(8) The final draft is forwarded to the chief administrative officer and chairperson of the board prior to the commission's consideration, with a directive to review and make a written response.
(9) Decisions regarding status are made at a meeting of the commission attended by the chief administrative officer and chairperson of the board or their designees.
(10) The institution is notified of the decision.
(11) Appeals of adverse accreditation decisions may be made to an Appeal Panel. A written statement on policies and procedures of appeal is available from the council's office upon request.

PROCEDURES REQUIRED OF STATUS HOLDING INSTITUTIONS: In a form prescribed by the commission, institutions are required to report annually their financial status, enrollment, and other data on their operations. A short form report covering essential financial and other pertinent data may be required semiannually or as requested. Special reports may be required of an institution at the discretion of the commission.

ANNUAL DUES: All CCE member colleges must pay dues, according to the following schedule:

Accredited status	first 100 students--$2,100
Recognized candidate for accreditation status	first 100 students--$1,600

Non-voting member colleges	first 100 students--$1,200

In each category stated above, an increment of $100 shall be added for each additional 100 students, or fraction thereof, over the first 100 students based upon the enrollment figures submitted to the executive offices in October of each preceding year.

COUNCIL ON EDUCATION FOR PUBLIC HEALTH

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Executive Director
Patricia P. Evans

President
Otto Ravenholt, M.D., M.P.H.
Chief Health Officer, Clark County District
Las Vegas, Nevada

The Council on Education for Public Health was incorporated in 1974 as an independent accrediting agency by the American Public Health Association and the Association of Schools of Public Health.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits graduate schools of public health and certain graduate programs outside schools of public health. Geographic scope is national.

NUMBER OF ACCREDITED UNITS:

21 graduate schools of public health
2 preaccredited schools of public health
6 graduate programs in community health education
3 preaccredited graduate programs in community health/preventive medicine

MEMBERSHIP: The Board of Councilors consists of:
3 members appointed by the American Public Health Association
3 members appointed by the Association of Schools of Public Health
2 public representatives
2 additional members recommended by the board and approved by the two corporate organizations
10 TOTAL

Members appointed by the American Public Health Association are primarily involved in the practice of public health or in the conduct of related health services. Members appointed by the Association of Schools of Public Health are drawn from the faculty, administration, or student body of schools of public health. Public representatives may be associated with professional education, but may not be associated with an institution which has a school of public health. The two members recommended by the board must represent the programmatic areas for which CEPH is recognized as the appropriate accrediting body. Term of membership is three years with a maximum of two consecutive terms.

ACCREDITATION AND CERTIFICATION: In a few states, graduation from an accredited school or program of public health is required for state government employment in certain public health specializations.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible for preaccreditation, a preliminary step to full accreditation, a graduate school or program must have:

(1) All applicant status requirements fully met.
(2) Faculty appointed, students enrolled, and preferably at least one class graduated.
(3) A prospectus for self-study (a primarily descriptive document, detailing the current status of school or program development, plans for further growth and development, and plans for self-evaluation) submitted for CEPH review.
(4) A complete CEPH site visit to validate the prospectus.

ACCREDITATION STANDARDS AND GUIDELINES: "Criteria for Accreditation of Graduate Schools of Public Health", 1980.
"Criteria for Accreditation of Graduate Programs in Community Health Education", 1980.
"Criteria for Accreditation of Graduate Programs in Community Health/Preventive Medicine", 1980.

ACCREDITATION CLASSIFICATIONS: Preaccreditation: Accorded to schools and programs which, after CEPH review, are judged to have the promise of meeting the criteria for full accreditation.
Accreditation: Accorded to a school or program which, after the appropriate site visite and review, is judged to have met the standards for accreditation. This status may be awarded for a period up to five years, after which a reaccreditation review must be rescheduled.
Probationary Accreditation: An accredited school or program may be placed on probation when after the appropriate site visit and review, it is judged to be deficient in resources or procedures to accomplish the missions and objectives that it has defined, but is not so deficient as to merit revocation of accreditation. A school or program may also be placed on probation if, in the course of an accreditation review, it fails to fulfill the requirements for such review. This status may not exceed three years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Revocation of Accreditation: Accreditation may be revoked after a site visit and review of a school or program if CEPH deems that the unit does not meet the standards for accreditation or if a unit does not permit re-evaluation after having been given due notice. Revocation may be appealed upon written request. The school or program may reapply for accreditation and request a site visit for review at any time it has fulfilled the requirements.
Denial of Accreditation: After the initial site visit and review of a new school or program, accreditation may be denied if CEPH deems that it does not meet the standards for accreditation or appeal reapplication is permitted.

THE ACCREDITING PROCESS:

(1) An application for initial accreditation is made in writing by the chief executive officer of the university or the chief administrator of the university component of which the school or program is a part.
(2) The council considers the application at its next regular meeting and may require a preliminary visit by staff or other representatives prior to a decision to undertake an official review.

(3) A self-study is required of all new units applying for initial accreditation and for all units reviewed for reaccreditation.
(4) An evaluation team visit follows the submission of a satisfactory self-study. Four-member teams for visits to schools of public health include one or two public health educators, one or two public health practitioners, and one generalist educator or public member. Two-member teams for public health programs outside schools of public health include one public health educator and one public health practitioner. For school teams, the generalist member is either a CEPH councilor or is appointed, on request from the school, by the appropriate regional accrediting agency. A CEPH staff member accompanies the team as a visit coordinator.
(5) A draft report of the team's visit is forwarded to the chief administrator of the school or program for corrections of factual errors or misinterpretations.
(6) The school or program may file additional material or take issue in writing with the findings and opinions of the team.
(7) The final site team report is submitted to the chief executive officer of an institution for review and comment prior to CEPH action.
(8) The council considers the team's report at its next regularly scheduled meeting. The chief administrator of the school or program is invited to attend this meeting to comment on progress since the time of the visit or to disagree with the team's report. Action on accreditation status is taken by the council in executive session by majority vote.
(9) Notification of the accreditation decision is forwarded to the chief executive of the university and to the administrative head of the school or program approximately one month following the council's decision.
(10) In the case of an adverse decision, the school or program is notified of the specific reasons for this action as well as its right of appeal.
(11) The council publishes its policy and procedures for appeal of accreditation decisions.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS AND PROGRAMS: If, at any time in the scheduled interval between accreditation reviews, an accredited school or program undergoes major organizational changes which may potentially affect the administration, scope, or quality of its offerings, the unit may request a re-evaluation by CEPH, or CEPH may require a review before the date stipulated at the last review.

FEES AND DUES (1982):
(1) Pre-application Consultation: $250 per day, plus travel and living expenses for staff consultant.
(2) Initial Application: $1,000 payable in the calendar year in which initial application is made, and annually thereafter until a change from applicant status is achieved.
(3) Annual Support: $3,000 per calendar year for accredited or preaccredited graduate school of public health; $2,000 per calendar year for single accredited or preaccredited graduate public health program. This support provides for maintenance of a recognized accrediting agency; availability of CEPH consultation regarding program development in accordance with accreditation standards; review of interim reports; and whatever other services may be sought that CEPH is able to provide.

(4) Accreditation Review: $3,000 for graduate schools of public health, in addition to annual service support for applicant payment to cover pre-self-study consultation, self-study review, an on-site visit, and the CEPH accreditation decision; $2,000 for single graduate public health programs, in addition to annual service support for applicant payment.

For both schools and programs, the amounts shown are payable in the calendar year the one-site visit takes place, prior to the CEPH meeting at which the accreditation decision is to be made. In addition, travel and living expenses must be paid for all individuals involved in pre-self-study consultation visits, and on-site visits. All costs of hearing following appeal of a decision are borne by the appellant school.

COUNCIL ON REHABILITATION EDUCATION

162 NORTH STATE STREET
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TELEPHONE: 312-346-6027

Executive Director
Charlene McGrath
President
John K. Thompson, Ph.D.
Chairman, Department of Rehabilitation, Seattle University

The Council on Rehabilitation Education was established in 1971. Sponsoring/collaborating organizations are: American Rehabilitation Counseling Association; National Association of Rehabilitation Facilities; Council of State Administrators of Vocational Rehabilitation; National Council on Rehabilitation Education; National Rehabilitation Counseling Association, Commission on Accreditation of Rehabilitation Facilities; Commission on Rehabilitation Counselor Certification; National Congress of Organizations of the Physically Handicapped; National Association of Non-white Rehabilitation Workers; and National Rehabilitation Administration Association.

POSTSECONDARY EVALUATING BODY:

COMMISSION ON STANDARDS AND ACCREDITATION/CORE
Chairman
Henry Williams
Deputy Director, Manhattan Psychiatric Center

The Commission on Standards and Accreditation was established in 1971.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation.

SCOPE OF ACCREDITATION: Grants recognition to master's degree programs in Rehabilitation Counselor Education.

NUMBER OF RECOGNIZED PROGRAMS: 65

MEMBERSHIP: The Commission on Standards and Accreditation is composed of:

5 members of CORE
1 representative of the American Rehabilitation Counseling Association
1 representatives of the National Council on Rehabilitation Education
1 representative of the Council of State Administrators of Vocational Rehabilitation
1 representative of the National Association of Rehabilitation Facilities
1 representative of the National Rehabilitation Counseling Association
5 at-large members chosen from grouups such as the general public, minorities, and handicapped persons
15 TOTAL

All members are appointed by CORE Upon the basis of their experience, professional leadership, geographic distribution, and other pertinent factors. Term

of membership is three years. There is no restriction on the number of consecutive terms permitted.

ELIGIBILITY CRITERIA FOR EDUCATION: To be eligible for evaluation, a program must be part of an educational institution which is accredited by the appropriate regional accrediting body and which offers graduate degrees in areas other than that being evaluated. Further, the program must have institutional approval for courses and degrees offered, a person designated as coordinator or the equivalent in position, and a written statement of its mission, objectives, curriculum and criteria for student selection. A program need not have begun course instruction to apply. A program may be considered for accreditation if it has met the following criteria: (a) graduated at least thirty students at the time of application; (b) graduated students for at least two consecutive years at the time of application; (c) has the equivalent of at least one full-time faculty position assigned to the program under consideration.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards for Rehabilitation Counselor Education Programs" in Accreditation Manual for Rehabilitation Counselor Education Programs, 1978.

RECOGNITION CLASSIFICATIONS: Candidate for Accreditation: Granted to programs which are in the early stages of development or implementation, up to the point of graduating their first students. This recognition is a judgment that a program complies with those standards applicable at the program's stage of development. Candidate for Accreditation is, by definition, a conditional recognition for a maximum of two years, at which time evaluation for Preliminary Accreditation will occur.
Preliminary Accreditation: Granted to programs which have been fully operational for at least on year at the time of application, and if having graduated students, they are neither sufficient in number nor have been employed long enough since graduation to allow for the objective assessment of their professional performance. This recognition is a judgment that a program complies with all standards except those relating to the performance of graduates. Term of recognition is three years.
Accreditation: Granted to programs which have been fully operational long enough to allow for the objective assessment of the professional performance of graduates. This recognition is a judgment that a program complies with all standards and is deemed able to maintain that level of compliance through the term of recognition. Terms are for three or five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation will be withdrawn if the RCE program does not continue to meet the minimum standards of the Council.

THE ACCREDITING PROCESS: The basic steps once eligibility for consideration has been approved are:

(1) All members of the Commission on Standards and Accreditation and the regional accrediting body which has already accredited the parent institution are informed by the CORE office that the program is being evaluated, and the type of recognition for which it is being considered.
(2) Data collection forms and instructions are sent by the CORE office to the program coordinator for completion or distribution. The coordinator completes the form providing program descriptive information and distributes individual questionnaires to faculty, students, agency internship supervisors, and recent graduates and their employers.
(3) The coordinator sends a listing of persons to whom questionnaires were distributed to the CORE office for use in follow-up and verification.

(4) The coordinator returns the completed program description form to the CORE office.
(5) Upon receipt and review of descriptive information, the CORE office may request additional information from the program coordinator if it appears that the material submitted will not allow for the complete evaluation of the program.
(6) Upon receipt of all information and data from individual respondents, quantifiable responses are analyzed by computer. Some characteristics of the program may be given quantitative ratings by commission members or other qualified reviewers and those ratings entered into the computer analysis.
(7) The descriptive information and computer analysis of program data and ratings are submitted to a Review Committee composed of three members of the Commission on Standards and Accreditation.
(8) The Review Committee prepares a statement of program strengths and weaknesses, based on the data available. This report is sent to the program coordinator along with an invitation to provide any additional information that might complement the report or enhance the accuracy of any part of it.
(9) Any additional information from the coordinator is returned to the Review Committee for consideration in preparation for its final report to the commission.
(10) The Review Committee report is submitted to the commission and a copy sent to the program coordinator along with notification of the time, date and location the commission will hold its hearing on the report. Accompanying the notification will be a statement of hearing procedures, which will include: provisions for the coordinator and/or other institutional officials to appear; notification of intent to appear; limitations new evidence; and, requirements regarding prior submission of written testimony.
(11) The commission develops and, in officials session, approves a written evaluation of the program concluding with a recommendation to CORE regarding recognition.
(12) The final decision regarding recognition is made by CORE. The decision is based on documented information, all of which has been made available to the program coordinator for review, and any interpretations or conclusions offered at the hearing. Regardless of the outcome of the decision, the period of application ends at that time.
(13) The results of CORE's decision regarding recognition are announced in writing to the program coordinator, the institutional official(s) signing the application, and the appropriate regional accrediting body.

PROCEDURES REQUIRED OF RECOGNIZED PROGRAMS: A recognized program must make an annual report of any major changes in faculty, curriculum, or departmental affiliation; and action taken on recommendations.

FEE SCHEDULE: Application Fee: $200 to accompany the application or to be received prior to consideration of the application.
Accreditation Evaluation Fee: $800 payable by programs being evaluated for compliance with standards.
Sustaining Fee: $500 payable annually by programs on an active status with CORE, either awaiting evaluation or having been recognized, in years other than those when the evaluation fee is applicable.

COUNCIL ON SOCIAL WORK EDUCATION

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Executive Director
Arthur J. Katz

Associate Director
Carl A. Scott

President
Richard A. English
The University of Michigan
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Ann Arbor, Michigan 48109

The Council on Social Work Education was established in 1952 and assumed the accrediting functions previously performed by the American Association of Schools of Social Work.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON ACCREDITATION
Director, Division of Standards and Accreditation
Sidney Berengarten
Chairperson
John Turner
Dean, School of Social Work
University of North Carolina

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation, listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits baccalaureate and master's degree programs in social work. Geographic scope includes the entire United States and one school in Canada.

NUMBER OF ACCREDITED PROGRAMS/SCHOOLS:

88 graduate accredited programs and 4 in candidacy
320 baccalaureate accredited programs and 5 in candidacy

MEMBERSHIP: The Commission on Accreditation consists of:

16 members with full-time college or university appointments
9 members at large
25 TOTAL

Membership is determined by geographic representation, ethnic, racial and gender diversity, and balance of: (1) faculty and program administrators from baccalaureate or graduate programs; (2) baccalaureate or graduate students; (3)

social work practice; (4) public representatives. Members are appointed by the president of the council. Term of membership is three years with two consecutive terms permitted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: The National Association ofSocial Workers, the Organization of Clinical Social Workers, and certain other organizations in the field require a degree from an accredited program for membership.

ACCREDITATION AND LICENSURE: Approximately 25 states require degrees from accredited programs for licensure.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Eligibility criteria for master's programs are:

(1) A school seeking accreditation must be an integral part of an educational institution, institutionally accredited.
(2) A school must have sufficient autonomy within the sponsoring educational institution to fulfill its educational purpose.
(3) A school must have a full-time dean or director as its executive director selected from the social work profession.
(4) A school must offer a program of not less than two academic years of professional education in social work leading to the master's degree.
(5) A school must have a stated policy against discrimination on the basis of race, color, creed, ethnic or national origin, age and sex.

Eligibility criteria for baccalaureate programs are:

(1) The program has as its stated educational objective preparation for beginning professional social work practice.
(2) The educational institution of which the program is a part: (a) is accredited by its institutional accrediting association to award a baccalaureate degree; (b) identifies and describes the social work program in its catalog; (c) indicates on the transcript or other permanent institutional record that the student has successfully completed the program preparing for beginning professional social work practice and limits such certification to students who have completed the program in its entirety; (d) the degree must be designated as in social work; (e) specifies in any reference to accreditation the education level, e.g. baccalaureate, for which accreditation is being sought or has been received; (f) assures that the program is operated without discrimination in regard to race, color, creed, ethnic or national origin, age and sex; (g) assures adequate ongoing budgetary support for the maintenance of the program, and provides the physical facilities, equipment, and library holdings necessary for the attainment of program objectives.
(3) The program has a designated program director, who is responsible for the direct educational leadership of the program and faculty members who are responsible for planning and teaching the content on social work practice and coordinating field instruction, all of whom have graduate degrees from an accredited school of social work.

ACCREDITATION STANDARDS AND GUIDELINES: "Manual of Accrediting Standards for Graduate Professional Schools of Social Work", April, 1971. "Standards for the Accreditation of Baccalaureate Degree Programs in Social Work", July 1, 1974.

ACCREDITATION CLASSIFICATIONS: Candidacy (pre-accreditation): Master's degree programs are required to file an application for candidacy status prior to the admission of students. Baccalaureate programs may apply for initial accreditation without having the status of candidacy. Candidacy is granted to programs usually in the first year of implementation which appear to be making satisfactory progress toward qualifying for accreditation. Accreditation appears to be likely when the program has graduates or is expected to graduate the first group of students in the academic year from the fully implemented program. Maximum term is three years.
Initial Accreditation: Granted to fully implemented programs which are in compliance with standards. Maximum term is three years with a mandatory review at the close of the term to determine whether accreditation is to be reaffirmed for another four years.
Accreditation: Granted to programs which have completed the initial accreditation cycle and which are in full compliance with the standards. Maximum term is seven years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Rejection of Application: The commission may reject an application for candidacy or initial accreditation for non-compliance with the standards and not authorize a site visit. In such cases, the commission makes recommendations for the development needed to meet the standards and achieve objectives of professional social work education. The program may show cause why its application should not be rejected in accordance with the stated procedures of the commission.
Denial of Accredited Status: If the decision is to deny accredited status following an on-campus evaluation the commission outlines the reasons for the action. The school may show cause why accredited status should not be denied in accordance with the stated procedures of the commission.
Probationary Accreditation: If the decision is to place a program in probationary accreditation, a show-cause notice is sent to the program. The program may show cause why it should not be placed in probationary status, in accordance with the stated procedures of the commission. Maximum term for correction of deficiencies is two years.
Withdrawal of Accreditation: If the commission determines that withdrawal proceedings should be initiated, a show-cause notice is sent to the program. The program may show cause why accredited status should not be withdrawn in accordance with the stated procedures of the commission.

THE ACCREDITING PROCESS:

(1) A program seeking candidacy or initial accreditation and a continuing program requesting reaffirmation of accreditation files a formal application with the Commission on Accreditation.
(2) A comprehensive self-study, prepared in accordance with the Accrediting and Self-Study Outline, is required of every program seeking candidacy, initial accreditation or re-accreditation.
(3) Following a review of the self-study report from a new program, the commission may accept or reject the application for candidacy or initial accreditation.
(4) An on-site visit by an evaluation team follows the submission of a satisfactory self-study. The duration of the visit is usually two days for baccalaureate programs; three for master's programs and four for combined programs. The team normally consists of two to five members (including one practitioner for master's programs) although this number may vary depending upon the size of the program or the number

of branch campuses involved. Expenses for the visit usually average $400-500 per team member and are billed directly to the host institution. In addition, the institution submits an accreditation application fee.

(5) The report of the team;s visit is forwarded to the host program and to the commission. The institution is requested to submit a response to the report for consideration by the commission.

(6) The commission studies the self-study documents, the report of the evaluation team and the faculty's response to it, taking into account all available evidence of strengths and weaknesses in the organization, content, and administration of the total program and arrives at a decision based upon evaluation of all data presented.

(7) The action taken by the commission is communicated by letter from the chairperson to the chief executive officer of the institution and to the dean or director of the applicant program within three to four weeks after the commission's decision.

(8) The decision by the commission is final, subject to review by a committee of the Board of Directors, provided that the program may not appeal such decision if it has not availed itself of the show cause procedure. A request for show cause review shall automatically stay the decision until final disposition of the review. A negative decision of the commission shall not be made public pending final disposition of the show cause review, if such review is requested by the program.

(9) A policy statement on appeal procedures is made available to the programs.

PROCEDURES REQUIRED OF PROGRAMS HOLDING CANDIDATE STATUS:

(1) After admission to candidacy status, a commissioner appointed by the chair of the commission will visit the program at least once each year until it is accredited, to assess with the program its progress toward accreditation.

(2) The program is required to file an annual report and such other reports as may be required by the commission.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Accredited programs are required to file annual statistical reports and such interim progress reports as may be required by the commission.

FEES AND DUES:

	Baccalaureate	Master's
Application fee	$2500*	$2500*
Reaccreditation fee	1500**	1500**

*$500 upon application and $2000 if a site visit is authorized.

**$2,000-synchronized reaccreditation of a combined baccalaureate and master's program.

Annual dues are based upon the number of degrees granted for the academic year and range from a minimum of $1500 to a maximum of $3000 for graduate programs and from a minimum of $625 to a maximum of $2000 for baccalaureate programs. The dues for a combined baccalaureate and graduate program are a maximum of $4000.

FOUNDATION FOR INTERIOR DESIGN
EDUCATION RESEARCH

242 WEST 27TH STREET
NEW YORK, NEW YORK 10001
TELEPHONE: 212-929-8366

Director of Administration
Edna V. Kane
Chairman of the Board of Trustees
Doris Burton
Professor, University of Alabama

The Foundation for Interior Design Education Research was established in 1971 by the American Institute of Interior Designers and the National Society of Interior Designers (who have since merged to form the American Society of Interior Designers), and the Interior Design Educators Council.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits programs in interior design and interior architecture from the junior college through the graduate levels. Geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS: 54

MEMBERSHIP: The Board of Trustees consists of:

6 members appointed by the founding organizations
Advisory Committee to Board of Trustees:

1-2 public members
2-3 community of interest
9-11 TOTAL

Members of the board must be professional practitioners or interior design educators who are members of one of the parent organizations. Term of membership is three years with reappointment to a second consecutive three year term permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be considered for FIDER accreditation, a college, school, or institution must:

(1) Be classified as primarily postsecondary;
(2) Be already accredited by one of six regional accrediting associations or others nationally recognized by the Secretary of Education, or properly chartered and licensed to operate and offer instruction leading to degrees, diplomas, or certificates with educational validity;
(3) Have an interior design program which has been in operation long enough to make possible an objective evaluation of the program (this requires having graduates from the program entering the field for at least two years prior to application for accreditation);

(4) Provide a curriculum in interior design requiring the completion of secondary education, or equivalent, by students as a condition for entrance.

ACCREDITATION STANDARDS AND GUIDELINES:
Standards and Guidelines for the Accreditation of Community and Junior College Programs in Interior Design
Standards and Guidelines for the Accreditation of Professional School Programs in Interior Design
Standards and Guidelines for the Accreditation of Baccalaureate Programs in Interior Design
Standards and Guidelines for the Accreditation of Graduate Interior Design Education Programs

ACCREDITATION CLASSIFICATIONS: Initial Provisional: Applies to the initial accreditation of a school. Maximum term is two years.
Provisional: In situations where serious inadequacies in some aspects of an education program of an accredited school are identified by an accrediting team, the program may be placed on provisional status.
Accreditation: Applies to programs which evidence compliance with FIDER standards. Maximum term is five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Denial of Accreditation: Application for accreditation may be denied if the school does not present evidence of compliance with accrediting standards.
Revocation: In the event that serious persistent inadequacies exist in a particular program for an extended period of time after being called to the attention of the faculty and administration of the institution, the Accreditation Committee can recommend revocation of accreditation. This recommendation of revocation can only be for specific and clearly stated reasons after a review of the program by a visiting team and when their recommendations have been ignored or not been implemented. In this event, the FIDER Board of Trustees is empowered to revoke the accreditation and notify the proper local and national authorities. A school which has had its accreditation revoked for a program may request reinstatement or reaccreditation when the inadequacies have been rectified.
Suspension: If an annual report form is not filed within 30 days of the date of the second request letter the accreditation status of the program shall be suspended for a period of 60 days. If at the end of the 60 day period an annual report has not been received the Trustees will initiate action to revoke the accreditation status of the program.

THE ACCREDITING PROCESS:
(1) The institution applies to FIDER on a form provided by the FIDER staff. The board and accreditation chairman act on applications and determine the programs to be visited during the following year for the first time and for reaccreditation. Some of these visits may be scheduled in cooperation with regional accrediting associations. The institution may request the appointment of a generalist to accompany the FIDER visiting team.
(2) At least six months before the date of the visit, the staff of FIDER sends copies of the FIDER Program Evaluation Report form and the

application for accreditation to the school. The school returns the report with a copy of its bulletin and supplementary materials.

(3) An on-site visit by an evaluation team follows the submission of the Program Evaluation Report. The team usually consists of not more than three persons. A generalist and student may be requested to take part in the visit. The usual duration of the visit is three days. Expenses of the accreditation team visit are included in the initial application fee.

(4) The report of the visiting team guides the Board of Trustees in its action on accreditation. The chairman of the Committee on Accreditation and the FIDER staff use the Visiting Team Report in drafting an accreditation report which includes a summary of the findings of the visiting team and suggestions for strengthening the interior design program of that particular school. The Visiting Team Report is circulated to all members of the committee and to the FIDER trustees for balloting. A copy with the team's recommendations on accreditation to the FIDER Board of Trustees, is sent to the chief administrative officer of the program for factual review before final action is taken.

(5) The chairman of the Board of Trustees notifies the president of the school or university of the action of the board approximately six months following the team visit.

(6) In the event the decision is not to accredit or re-accredit a program, the letter of notification states the reasons for the adverse accrediting action and avises the school of the right of appeal and of the appeal procedure.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Each accredited school makes an annual report and is revisited every five years to assure that it maintains adequate standards. Occasionally the Committee on Accreditation finds it necessary to revisit a school prior to the end of the accreditation period, as in the case of a provisionally accredited program or where substantive changes in program personnel have occurred.

FEES AND DUES: The required fee for initial evaluation and reaccreditation of a school program is $1,800. If the school program is accredited, it pays an annual fee of $300 after the first year.

LIAISON COMMITTEE ON MEDICAL EDUCATION

Sponsored by

COUNCIL ON MEDICAL EDUCATION
AMERICAN MEDICAL ASSOCIATION
535 NORTH DEARBORN STREET
CHICAGO, ILLINOIS 60610
TELEPHONE: 312-751-6310

and

ASSOCIATION OF AMERICAN MEDICAL COLLEGES
ONE DUPONT CIRCLE, N.W.
WASHINGTON, D.C. 20036
TELEPHONE: 202-828-0670

Secretary (odd-numbered years, beginning July 1)
Edward S. Petersen
Council on Medical Education, AMA
Secretary (even-numbered years, beginning July 1)
J. R. Schofield
Association of American Medical Colleges
Co-Chairman
John A. Gronvall, M.D.
Eben Alexander Jr., M.D.

Since 1942, the Liaison Committee on Medical Education has served as the national accrediting agency for all programs in medical education leading to the M.D. degree. The LCME is sponsored, staffed, and financed by the Council on Medical Education of the American Medical Association and the Association of American Medical Colleges. Prior to 1942, beginning in the late nineteenth century, medical schools were reviewed and approved separately by the AAMC and the AMA.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits programs in medical education leading to the M.D. degree and programs in the basic medical sciences; geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS: 142

MEMBERSHIP: The membership of the Liaison Committee consists of eighteen members as follows:

6 representatives appointed by the Council on Medical Education, AMA
6 representatives appointed by the Executive Council, AAMC
2 public members
2 student participants (non-voting)

1 federal participant designated by the Secretary, HHS (non-voting)
1 representative of the Committee for the Accreditation of Canadian Medical Schools
18 TOTAL

Professional Members should (1) hold the M.D. degree, its recognized foreign equivalent, or the appropriate advanced degree in a basic medical science or in hospital or health care administration, or be eminently qualified in health care administration; and (2) currently hold, or have held, a faculty appointment at an accredited U.S. or Canadian medical school, or otherwise be eminently qualified in the process of undergraduate medical education. Public Members should by virtue of education, experience and public service possess special qualifications for bringing a "public" perspective to the process of evaluating medical education programs; however, in order to ensure the requisite impartiality to represent the public at large, members of the medical profession, persons otherwise eligible for selection as professional members, and anyone else who might be considered as sharing in the special interests of the institutions being evaluated shall be ineligible for service as a public member. Student Participants should: (1) be in their third or fourth year of medical school and have commenced the clinical phase of study; (2) be in good academic standing; (3) be persons whose performance warrants the judgment that their responsibilities to the Liaison Committee on Medical Education would be capably executed; and (4) be persons whose academic standing will not be jeopardized by the time needed to discharge their responsibilities to the Liaison Committee on Medical Education. Term of membership is three years with two consecutive terms permitted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation of a medical school by the LCME carries with it eligibility for membership in the Association of American Medical Colleges.

ACCREDITATION AND LICENSURE: Accreditation is taken into consideration by all medical licensure boards in the United States and Canada.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The medical school, either separately or as a part of the university or another appropriate corporate entity, must be legally recognized and authorized by the geographic jurisdiction in which it is located to confer the M.D. degree.
(2) If the medical school is a component of a university, accreditation by the appropriate regional association is usually required.

ACCREDITATION STANDARDS AND GUIDELINES:

Accreditation of Schools of Medicine: Policy Documents and Guidelines, June, 1973.
Special Criteria for Programs in the Basic Medical Sciences, December, 1973.

ACCREDITATION CLASSIFICATIONS: Reasonable Assurance: Granted to developing schools which provide an acceptable plan for development which, if implemented as projected, may reasonably be expected to conform to the requirements for provisional accreditation.
Provisional Accreditation: Granted to developing schools which have been surveyed approximately one year prior to enrollment of a charter class of medical students and which are providing acceptable training up to that point.
Accreditation: Granted to schools which have met minimum standards for the

entire four year period of training. Maximum term is ten years.
Probationary Accreditation: Granted to schools which do not evidence full compliance with accrediting standards and guidelines. Maximum term is four years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation may be denied or withdrawn, after full deliberation and according to due process, if the school evidences serious deficiencies according to LCME standards.

THE ACCREDITING PROCESS:

(1) The LCME through the efforts of the professional staff members of the two parent councils, provides factual information, advice, and both informal and formal consultation visits to newly developing schools at all stages from initial planning to actual operation.
(2) All schools, except those in the process of early development, are required to submit an institutional self-study. At least twelve months prior to a scheduled survey visit, seven sets of the Medical Education Data Base form are sent to the medical school. Each of the major departments is expected to submit descriptive data and a departmental self-analysis along with more general information compiled by the dean's office. These data are placed at the disposal of a broadly based institutional self-study task force which has the duty to prepare a general analytic summary of the status of the school.
(3) An on-site visit is made by a survey team. The team usually consists of four members, two of whom are representatives of the AAMC and two of the CME/AMA. These are persons who have had broad experience in many facets of medical education, including university and hospital administration, teaching, research, and medical practice. Additional members may be added to the team in response to special problems of the institution being visited. The visit usually takes three to four days. Expenses for visits made for reasonable assurance and provisional accreditation are billed directly to the host institution, and usually average about $400 per team member. Expenses for other types of survey visits are assumed by LCME.
(4) The team prepares a written report containing comments on the school's strengths and weaknesses, suggestions for improvement, and recommendations to the LCME regarding accreditation. A draft copy is submitted to the chief administrative officer of the school for comment on the findings and correction of factual data and then a final version is sent to members of the Council on Medical Education, and to the Executive Council of the Association of American Medical Colleges for their comments on the report and criticisms of the team's recommendations regarding accreditation.
(5) The LCME makes all accreditation decisions.
(6) The action of the Liaison Committee is transmitted by the secretary to the president of the institution, to the dean of the medical school, and to the chairman of the Board of Trustees of the school.
(7) An appeal from an accrediting decision may be made according to established policies and procedures.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS:

(1) All schools holding any type of accreditation status are required to submit annual reports and such other progress or interim reports as may be required by the Liaison Committee.

(2) If a school is granted a ten year term of approval, it is required to submit a five-year interim status report detailing significant changes.

FEES: All direct costs of advice, consultation, evaluation, and accreditation of medical education leading to the M.D. degree are borne by the two parent organizations, not the institution, except for requests from proposed new schools of medicine for a Letter of Reasonable Assurance and original requests for LCME surveys leading to provisional accreditation. In these two circumstances, the institution is expected to pay all direct costs as well as a modest fee to be applied toward indirect costs.

NATIONAL ARCHITECTURAL ACCREDITING BOARD

1735 NEW YORK AVENUE, N.W.
WASHINGTON, D.C. 20006
TELEPHONE: 202/783-2007

Executive Director
John Wilson-Jeronimo
President (1983)
William Carisle, FAIA, Architect

The National Architectural Accrediting Board was founded in 1940 by an agreement between the American Institute of Architects (AIA), the Association of Collegiate Schools of Architecture (ACSA), and the National Council of Architectural Registration Boards (NCARB).

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditiation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Awards accreditation only to first professional degree programs in architecture. The programs eligible for accreditation are, generally: (1) Bachelor of Architecture (usually five years); (2) Master of Architecture with pre-professional requirement (usually six years); (3) Master of Architecture without pre-professional requirement (usually degree plus 3.5 years). Geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS: 93 institutions with one or more first professional programs.

MEMBERSHIP: NAAB consists of an 11 member board. Sponsoring organizations appoint six members for four-year terms; of these, two each are nominated by AIA, ASCA, and NCARB. Two are nominated by ASC/AIA for a two-year term. Three other members are nominated at large for two-year renewable terms by the board.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A program to be accredited is requiried to have an advisory visit, prepare an acceptable Education Development Plan (EDP), graduate a typical class from the program to be accredited, and demonstrate that itis effective in developing instudents the abilities and attitudes indicated in the NAAB program evaluation criteria in the course of the accreditation process.

ACCREDITATION STANDARDS AND GUIDELINES: Criteria and Procedures, NAAB.

ACCREDITATION AND CLASSIFICATION:

> Accreditation: Applies for a specific period of time (not to exceed five years) to a first professionial degree program that is judged to have an acceptable Educational Development Plan, that provides evidence of commitment by the school and institution to implementation of the plan, and that is deemed accreditable in terms of the evaluative criteria.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: When accreditation is not conferred, the academic institution is advised of the decision, the reasons for it, and appeal procedures.

THE ACCREDITING PROCESS:

(1) The institution requests initial accreditation, or NAAB schedules an accreditation review based upon the previous Educational Development Plan (EDP), accreditation reports, and annual reports.

(2) The school submits its EDP to NAAB.

(3) The EDP is reviewed by NAAB for completeness and integrity. NAAB may accept the EDP, require augmentation prior to a visit, or reject the EDP.

(4) An on-site visit by an evaluation team is scheduled following the submission of a satisfactory EDP. The team usually consists of three members and normally includes an educator from ACSA, one practitioner, and one NAAB member. it may also include a student or intern in architecture. The duration of the visit is three days. Travel expenses of the team are billed by NAAB to the host institution with the cost of the EDP review.

(5) The visiting team submits a report which contains (a) factual findings, evaluations, and recommendations to the school; and (b) a recommendation on accreditation.

(6) The visiting team report is reviewed by the NAAB and, if necessary, revised in coordination with the visiting team. The report is then sent to the school for correction of factual errors (the school may file supplemental material and respond to the facts and conclusions set forth in the report).

(7) Factual errors in the visiting team report are corrected and the report with the recommendation on accreditation status is submitted to NAAB for action. Institutional representatives may appear before NAAB to discuss the visiting team report before a decision is made or at a subsequent meeting of the Board.

(8) The institution is informed of the NAAB actions by the NAAB president, and is sent an official copy of the final visiting team report.

(9) The institution may accept the accreditation action or, in the event of an NAAB decision to terminate accreditation, the institution may initiate appellate procedures within thirty days of receipt of the report.

(10) The school may request that the report remain confidential, or propose a condensation, within thirty days of receipt; otherwise the report will be considered public.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: NAAB requires an annual report from the school which documents the advancement of the program with respect to its own intentions, and which provides response to NAAB recommendation in the previous accreditation report.

Essential statistical data is also updated each year in the report, using the format provided by NAAB. The school also verifies the accuracy of previously reported ata. A catalogue and a copy of other current publications describing the school are furnished as a part of the annual report.

NAAB reviews the annual report, may request additional information, and considers the acceptability of the report. Absence of a report, or an unsatsifactory report, may result in a change in the visit schedule for that program.

FEES: Total cost of on-site visit is paid by sponsoring organization.

NATIONAL ASSOCIATION FOR PRACTICAL NURSE
EDUCATION AND SERVICE

254 WEST 31ST STREET - 6TH FLOOR
NEW YORK, NEW YORK 10001
TELEPHONE: 212-736-4540

Executive Director
Janice C. Williams, M.S.Ed.
President
M. Catherine Dulio
Licensed Nursing Home Administrator, Glenora Nursing Home, Chester, New Jersey

The National Association for Practical Nurse Education and Service was established in 1941 as the National Association for Practical Nurse Education. The present title was adopted in 1959.

POSTSECONDARY ACCREDITING BODY:

ACCREDITING REVIEW BOARD

Director, of Accreditation Services
Sister Kathleen McKiernan, R.N., M.A., Ed.M.
Chairperson 1982
Linda Thomas, R.N., M.Ed.
Clinical Coordinator
Shepard-Gill School of Practical Nursing of the Massachusetts General Hospital, Boston, Massachusetts

The Accrediting Review Board was established in 1945 as the Accrediting Committee.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Secretary of Education.

SCOPE OF ACCREDITATION: The National Association for Practical Nurse Education and Service (NAPNES) maintains as accrediting service for two types of educational offerings in practical/vocational nursing: (1) basic (certificate/diploma) programs in practical nursing which prepare students for beginning practice and for licensure; and (2) post-basic courses in which licensed practical nurses are helped to extend their abilities beyond those developed in the basic program. Geographic scope includes the United States and its territories.

NUMBER OF ACCREDITED PROGRAMS: 45

MEMBERSHIP: The Accrediting Review Board consists of:

6 members from accredited programs
1 public member
1 student member
8 TOTAL

All members are appointed by the Education Committee of the association. The term of office for each member, except the student member, is two years with eligibility for reappointment for one consecutive term. The term of office for the student member is one year.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: The accrediting service of NAPNES is available to:

(1) Any basic educational program in practical nursing:

(a) that is fully approved by the legal body in the state or other jurisdiction where it is located; and
(b) whose students are at the point of graduation and will be eligible to take the licensing examination in practical nursing upon graduation.

Included in this category are state-approved programs designed for the preparation of personnel who have had previous experience in nursing.

(2) Any post-basic program for licensed practical nurse in a specialized area of nursing.

ACCREDITATION STANDARDS AND GUIDELINES: Criteria and Procedures for Accreditation, Pamphlet Number 3, 1982

ACCREDITATION CLASSIFICATIONS: Approval for Accreditation: Term is for five or three years

Provisional Status: If the resurvey visit or the annual report indicates that a school or program is not maintaining standards or is failing to implement the recommendations of the Accrediting Review Board, the school or program shall be placed on provisional status for a period not to exceed one year. Upon receipt of documented evidence or a visit to the program, whichever is determined by the Accrediting Review Board to be necessary, the school or program shall be returned to an accredited status or accreditation shall be withdrawn.

NEGATIVE ACCREDITATION ACTIONS/DECISIONS: Disapproval of Accreditation

THE ACCREDITING PROCESS:

(1) The program must submit a request for accreditation on an application form obtained from NAPNES Director of Accreditation Services.
(2) The program must submit the application for accreditation and the self-study form.
(3) The program must submit a copy of the rules and regulations of the state board of nursing and/or state Department of Vocational Education.
(4) An on-site survey follows the submission of the required materials. The visit is usually two days in length but one or more additional days may be necessary. The survey team consists of at least two professional nurse faculty members from NAPNES' acredited practical nursing programs, or one such faculty member and a staff member of NAPNES Accreditation Services. Expenses of the team visit are absorbed by NAPNES if they exceed the evaluation fee of $750.
(5) The survey team report is forwarded to the director of NAPNES Accreditation Services and to the director/coordinator of the program within one week of the school visit.

(6) Faculty review of the report is forwarded, within ten days of the receipt of the report, to the director of NAPNES Accreditation Services.
(7) Results of the faculty review are submitted, along with the self-study and the survey team report, to the Accrediting Review Board at its next scheduled meeting.
(8) Notification of the accreditation decision is forwarded to the program director/coordinator two to six months following the survey visit.
(9) If a program believes that the decision is inequitable, it may appeal the decision by asking to have its representative appear before the Accrediting Review Board within sixty days following receipt of the decision.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: To retain accreditation a program shall:

(1) Maintain approval by the official state approving body.
(2) Report changes in control, structure, and/or approval status.
(3) Submit to NAPNES an annual report on the date specified.

This report shall include:

(a) major changes in policies, enrollment, personnel or controlling institution, curriculum or agencies used for instruction;
(b) documentation of progress, specifically indicating action taken to implement the recommendations made by the Accrediting Review Board; and
(c) results of graduate follow-up studies, including performance of recent graduates on state licensing examinations.

(4) Be surveyed and evaluated at three or five year intervals.

FEES AND DUES:

Application fee	$25
Evaluation fee	$750

NATIONAL ASSOCIATION OF SCHOOLS
OF ART AND DESIGN

11250 ROGER BACON DRIVE, SUITE 5
RESTON, VIRGINIA 22090
TELEPHONE: 703-437-0700

Executive Director
Samuel Hope

President
George Bayliss
Dean, School of Art, University of Michigan

The National Association of Schools of Art and Design was established in 1944 as the National Association of Schools of Design. The name was changed to National Association of Schools of Art in 1960, and the present title was adopted in 1981.

POSTSECONDARY ACCREDITING BODIES:

COMMISSION ON ACCREDITATION

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits institutions and units (departments, programs, divisions, etc.) within institutions offering associate, baccalaureate, and/or graduate degree programs in art, design and art/design related disciplines. The association also accredits non-degree-granting institutions.

NUMBER OF ACCREDITED INSTITUTIONS:

114

MEMBERSHIP: The Accrediting Commission consists of a total of seven members elected by the delegate assembly of the association from among individuals officially representing member institutions. The nominating committee takes into consideration the professional qualifications and accrediting experience of nominees. It also considers representation of the various types of educational institutions and an appropriate geographical distribution. Two public members are appointed by the president with the advice and consent of the board. Term of office is three years. The term of office of public members is one year and may be renewed upon recommendation of the board.

ELIGIBILITY REQUIREMENTS FOR MEMBERSHIP: The following eligibility requirements apply to degree granting institutions:

(1) The institution shall maintain a curricular program in visual arts training.
(2) The institutions shall offer at least one complete degree program e.g., Bachelor of Fine Arts, Bachelor of Arts with major in art, et. al., or shall provide the visual arts component of a degree program offered in conjunction with an accredited degree-granting institution.

(3) The institution shall have graduated at least one class of students who have been through the institution's own program from beginning to final year and another class shall be in readiness subject to examination.
(4) An institution offering graduate programs must have graduate students in residence.
(5) The institution's legal authority shall be clearly stated in its published materials as identified by its charter, authority to grant degrees, structure of control, profit or non-profit status, and any affiliation with a parent institution.
(6) All policies regarding admission and retention of students, as well as those pertaining to the school's evaluation of progress, shall be clearly defined in literature published by the institution.
(7) All tuition, fees, and other charges, as well as all policies pertaining thereto, shall be clearly described in the institution's published literature.
(8) Faculty members shall be qualified by educational background and/or professional experience for their specific teaching assignments. The institution shall list its faculty in its published literature.
(9) The institution shall have facilities and equipment adequate to the needs of its educational program.
(10) The institution shall have library space and resources adequate to the needs of its educational program.

The following eligibility requirements apply to non-degree-granting institutions:

(1) The institution shall offer as part of its regular program studies which reflect attention to such areas as art history and criticism. Such studies may be in addition to, or in conjunction with, studio studies.
(2) The institution shall maintain a curricular program in studio art at various levels according to the needs of its students.
(3) The institution shall have been in operation for at least three consecutive years and shall maintain its programs on a regular academic-year or year-round basis.
(4) The institution's legal authority shall be clearly stated in its published materials as identified by its charter, structure of control, profit or non-profit status, and any affiliation with a parent institution.
(5) All policies regarding the admission and retention of students, those pertaining to the school's evaluation of progress through its educational program, as well as those concerning the operation of certification or diploma programs, shall be clearly defined in literature published by the institution.
(6) All tuition, fees and other charges, as well as all policies pertaining thereto, shall be clearly described in the institution's published literature.
(7) Faculty members shall be qualified by educational background and/or professional experience for their specific teaching assignments. The institution shall list its faculty in its published literature.
(8) The institution shall provide in its institutional catalog a complete desciption of each course or program offered.
(9) Although only federal and state governments shall have legal jurisdictional powers and responsibilities in matters of public law,

the institution should develop an appropriate code of ethical standards governing institutional and programmatic practices that recognizes social concerns relevant to quality education.

(10) The institution shall have facilities and equipment adequate to the needs of its educational program.

(11) The institution shall either have library space and holdings adequate for its educational programs, or shall have made arrangements for its students and faculty to have access to appropriate library facilities in the immediate area.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards for Degree Granting Institutions" and "Standards for Non-Degree-Granting Institutions" in NASAD Handbook published in 1981 and biennially.

ACCREDITATION CLASSIFICATIONS: Division I Membership: Degree-granting schools and departments whose predominant purpose and enrollment is professional education in the studio arts and/or design constitute the membership of Division I. Such programs normally lead to the Bachelor of Fine Arts or Master of Fine Arts or similar professional degrees.
Division II Membership: Degree-granting schools and departments whose predominant purpose and enrollment is quality education in the studio arts and/or design as a curricular major within a general liberal arts program constitute the membership of Division II. Such programs normally lead to the Bachelor of Arts of Master of Arts degree.
Division III Membership: Non-degree-granting schools whose predominant purpose and enrollment is professional education in the studio arts and/or design constitute the membership of Division III. Such programs normally lead to a professional diploma.
Candidacy Status in Divisions I, II, and III: Institutions which do not completely meet the criteria for accreditation in Divisions I, II, or III may be admitted as Candidates for Accreditation and listed as such in the director. Candidacy is valid for up to five years. At the end of this period such schools will be required to satisfy criteria for full accreditation in the appropriate division.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: An adverse decision regarding membership in NASAD shall be defined as denial of initial or renewed membership, revocation of membership, the placing of an institution on probation, continuing denial of a request for approval of new curricula, or continuing deferral of action of an application for membership.

THE ACCREDITING PROCESS:

(1) Application for membership accompanied by an examination fee, is filed with the National Office. The examination fee for initial membership and the first renewal of membership is $500. After the first visit for renewal of accreditation, there is no further examination fee.

(2) A self-study is required of all institutions/programs applying or accreditation.

(3) An on-site evaluation team visit follows the submission of a satisfactory self-study. The team usually consists of two peers from accredited institutions. The usual duration of the visit is two days. The host institution is responsible for the expenses of the team members which average approximately $500 per member.

(4) A report of the team visit is submitted to the commission, after first being submitted for comment to the host institution.
(5) After formal examination and recommendation by the commission, and upon approval by the Board of Directors, the membership status of the institution is determined.
(6) Notification of projected membership status is forwarded to the institution approximately one month following the commission meetings.
(7) The association publishes a statement of policy and procedures or the appeal of adverse decisions.

PROCEDURES REQUIRED OF MEMBER INSTITUTIONS:

(1) Each member institution must agree to abide by the constitution and by-laws, the operational and curricular standards, the code of ethics and the rules of practice and procedure adopted by the association.
(2) Institutions are required to file annual reports and such other reports as may be required by the association.
(3) When instituting new or substantially revised curricula, institutions holding membership shall contact the executive director regarding the appropriate procedures.

ANNUAL DUES: Annual dues range from $275 to $725 per institution depending upon the size of the art program.

NATIONAL ASSOCIATION OF
SCHOOLS OF MUSIC

11250 Roger Bacon Drive, Suite 5
RESTON, VIRGINIA 22090
TELEPHONE: 703-437-0700

Executive Director
Samuel Hope

President
Robert Bays, Director, Schools of Music,
University of Illinois, Urbana, Illinois

The National Association of Schools of Music was established in 1924 as the National Association of Schools of Music and Allied Arts.

POSTSECONDARY ACCREDITING BODIES:

COMMISSION ON UNDERGRADUATE STUDIES
COMMISSION ON GRADUATE STUDIES
COMMUNITY/JUNIOR COLLEGE COMMISSION
COMMISSION ON NON-DEGREE-GRANTING INSTITUTIONS

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits institutions and units (departments, programs, divisions, etc.) within institutions which offer associate, baccalaureate, and graduate degree programs in music and music-related disciplines. The association also accredits non-degree-granting institutions.

NUMBER OF MEMBER INSTITUTIONS:

522

MEMBERSHIP: The Accrediting Commissions consist of a total of twenty members elected by the delegate assembly of the association from among individuals officially representing member institutions. The nominating committee takes into consideration the professional qualifications and accrediting experience of nominees. It also considers representation of the various types of educational institutions and an appropriate geographical distribution. Two public members are appointed by the president in consultation with the executive committee. Term of office is three years with two consecutive terms permitted. The term of office of public members is one year and may be renewed upon the recommendation of the executive committee.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION/MEMBERSHIP: The following eligibility requirements apply to all institutions, regardless of membership classification:

(1) The institution shall offer regular classes in such areas as theory, history, and appropriate repertories of music, as well as instruction in performance.

(2) The institution shall maintain a curricular program in musicianship skills at various levels appropriate to the needs of its students.
(3) The institution shall offer instruction in and opportunities for ensemble performance.
(4) All policies regarding the admission and retention of students, as well as those pertaining to the school's evaluation of progress through its educational program, shall be clearly defined in literature published by the institution.
(5) All tuition, fees, and other charges, as well as all policies pertaining thereto, shall be clearly described in the institution's published literature.
(6) Faculty members shall be qualified by educational background and/or professional experience for their specific teaching assignments. The institution shall list its faculty in its published literature.
(7) The institution shall have facilities and equipment adequate to the needs of its education program.

Membership in the association for baccalaureate and graduate-degree granting institutions signifies accreditation. Such institutions shall meet the following basic criteria for membership, in addition to those listed above.

(1) The institution shall offer at least one complete curriculum, e.g., Bachelor of Music Education, Bachelor of Music with a major in piano, Bachelor of Arts with a major in music, et. al.
(2) Baccalaureate degree-granting institutions shall have graduated at least one senior class and another class shall be in readiness subject to examination.
(3) Institutions offering graduate programs must have graduate students in residence or have received plan approval from the Commission on Graduate Studies.
(4) There shall be in residence at each senior college or graduate school a minimum of 25 candidates for the curriculum or composite curricula on the basis of which the school is applying for membership.
(5) The institution shall have library space and holdings adequate to the needs of its educational program.
(6) The institution shall be accredited by the appropriate regional accrediting agency. In the case of special-purpose institutions, such regional accreditation will be required unless it is unavailable to those institutions. Instruction in fields other than music in these institutions shall be given by a regionally accredited college or university, or be otherwise accredited to the satisfaction of NASM.

Community and junior colleges shall meet the following basic criteria for membership, in addition to those listed previously.

(1) The institution shall be accredited by the appropriate regional agency.
(2) The institution shall offer at least one program of study which is structured to provide transfer to a baccalaureate program in music.
(3) The institution shall maintain a minimum of 20 candidates for the curriculum or the composite curricula on the basis of which the school is applying for membership.
(4) The institution's music program shall have been in operation for at least 3 consecutive years. One music major transfer class shall have graduated and another shall be in readiness subject to examination.

(5) The institution shall either have library space and holdings adequate for its educational programs, or shall have made arrangements for its students and faculty to have access to appropriate library facilities in the immediate area.

Non-degree-granting institutions shall meet the following basic criteria for accreditation, in addition to those listed previously.

(1) The institution shall maintain an enrollment sufficient to support an ensemble program and to provide a sense of musical community.
(2) The institution shall have been in operation for at least three consecutive years and shall maintain its programs on a regular academic-year basis.
(3) The institution shall either have library space and holdings adequate for its educational programs, or shall have made arrangements for its students and faculty to have access to appropriate library facilities in the immediate area.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards for Baccalaureate and Graduate and Graduate Degree Granting Institutions", "Standards for Community/Junior Colleges", "Standards for Non-Degree-Granting Institutions" in NASM Handbook, published in 1979 and 1981 and subsequently.

ACCREDITATION CLASSIFICATIONS:

Associate Membership: A baccalaureate and/or graduate degree-granting institution seeking initial membership and meeting a substantial portion of the standards of the association, and showing promise of being able to meet completely the association's standards for all music curricula which it offers, may be granted associate membership. Maximum term is five years.
Full Membership: An institution holding associate membership and meeting association standards in full for all music curricula offered may be promoted to full membership. Maximum term is ten years.
Community/Junior College Membership: A community or junior college may be granted membership in the association if its curriculum and resources are equivalent to the first two years of a four-year institution, and it demonstrates interest in improvement and maintenance of standards through periodic examination. Maximum term of membership is seven years.
Non-Degree-Granting Institutions: Instituional membership may be granted to non-degree-granting institutions, pre-collegiate or secondary, which meet the standards of the association and which demonstrate interest in improvement and maintenance of standards through periodic evaluation. Maximum term of membership is five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: An adverse decision regarding membership in NASM shall be defined as denial of initial or renewed membership, revocation of membership, the placing of an institution on probation, continuing denial of a request for approval of new curricula, or continuing deferral of action on an application for membership.

THE ACCREDITING PROCESS:

(1) Application for membership, accompanied by an examination fee, is filed with the executive director. The examination fee for associate membership and promotion to full membership for schools offering work through the baccalaureate degree is $250; through the master's degree

$300; and through the doctorate $350. The initial examination fee for community/junior colleges and non-degree-granting institutions is $250. After full accreditation is achieved, there is no further examination fee.

(2) A self-study is required of all institutions/programs applying for accreditation.

(3) An on-site evaluation team visit follows the submission of a satisfactory self-study. The team usually consists of two peers from accredited institutions. The usual duration of the visit is two days. The host institution is responsible for the expenses of team members which average approximately $375 per member.

(4) A report of the team visit is submitted to the appropriate commission(s), after first being submitted for comment to the host institution.

(5) After formal examination and recommendation by the appropriate commission(s), and upon approval by the Board of Directors and the membership, the membership status of the institution is determined.

(6) Notification of projected membership status is forwarded to the institution approximately one month following the commission meetings. Ratification occurs at the annual meeting in November.

(7) The association publishes a statement of policy and procedures for the appeal of adverse decisions.

PROCEDURES REQUIRED OF MEMBERSHIP INSTITUTIONS:

(1) Each member institution must agree to abide by the constitution and by-laws, the operational and curricular standards, the code of ethics and the rules of practice and procedure adopted by the association.

(2) Institutions are required to file annual reports and such other reports as may be required by the association.

(3) When instituting new or substantially revised curricula, institutions holding membership shall contact the executive director regarding the appropriate procedures.

ANNUAL DUES: Annual dues range from $225 to $600 per institution, depending upon the size and levels of the music program.

NATIONAL COUNCIL FOR ACCREDITATION
OF TEACHER EDUCATION

1919 PENNSYLVANIA AVENUE, N.W.
WASHINGTON, D.C. 20006
TELEPHONE: 202-466-7496

Director
Lyn Gubser

Chairperson
William E. Gardner, Dean
College of Education, The University of Minnesota

The National Council for Accreditation of Teacher Education was established in 1954. Constituent member organizations are: American Association of Colleges for Teacher Education; American Association of School Administrators; Association for Educational Communications and Technology; Council for Exceptional Children; Council of Chief State School Officers; National Association of School Psychologists; National Council of Teachers of Mathematics; National Education Association; National School Boards Association.
Associate member organizations are: American Alliance for Health, Physical Education, Recreation, and Dance; American Personnel and Guidance Association; Association for Supervision and Curriculum Development; Association of Teacher Educators; National Association for the Education of Young Children; National Association of Elementary School Principals, National Council of Teachers of English; National Science Teachers Association; Student National Education Association.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation; listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits baccalaureate and graduate degree programs for the preparation of teachers and other professional school personnel; geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS: 517 elementary education (BA); 524 secondary education (BA); 338 elementary education (graduate); 309 secondary education (graduate); 247 elementary adminstration; 245 secondary administration; 144 superintendent; 209 curriculum and instruction; 231 counselor; 103 school psychologist; 2867 TOTAL in 561 institutions.

MEMBERSHIP: The council is composed of twenty-six voting members representing ten constituent organizations. In addition to the ten constituents, the council has ten associate organizations which send members to the council with full debating privileges, but with the right to vote only on institutional program accreditation cases. Two public representatives are full voting members. Term of membership is three years with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Four-year or graduate degree granting institutions are eligible for an accreditation evaluation if they offer programs for the preparation of teachers and/or other professional school personnel and if the following prerequisites exist:

(1) They are approved by the appropriate state department of education at the degree levels and in the categories for which the accreditation is sought.
(2) They are fully accredited by the appropriate regional accrediting association.
(3) The institution must meet the affirmative action guidelines of the U.S. Department of Education.
(4) Students have been graduated from the program to be accredited so that an evaluation may be made of the quality of the program.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards for the Accreditation of Teacher Education", July 1982.

ACCREDITATION CLASSIFICATIONS: Reaccreditation Options--For institutions currently carrying accreditation for programs to prepare teachers and other school workers, the following decisions can be made:
(1) Continue the accreditation of the institution for seven years, with an interim visit at the end of five years.
(2) Deny accreditation, in which case the institution may select one of the following options: (a) accept the decision. The program will then be dropped from the next printing of the Annual List; (b) request an appeal of the case. This option is appropriate when the institution feels that prejudicing conditions occurred or that due process failed in some instance.

Initial Accreditation Option--For institutions requesting initial accreditation, the following accreditation decisions can be made:
(1) Grant accreditation for five years.
(2) Deny accreditation, in which case the institution may select one of the following options: (a) accept the decision; (b) request an appeal.

THE ACCREDITING PROCESS: The procedures followed by the council in accrediting basic and advanced programs of teacher education are dictated by its policies. The following statements are, in general, descriptive of the way the council carries on its work:
(1) The institution files a preliminary report for administrative and planning purposes.
(2) The institution develops a self-study report for the council.
(3) A visiting team, using this reort as a base, evaluates the teacher education programs and reports its findings to the council. The team is composed of an average of nine members. The duration of the visit is three days. Expenses for the team visit are billed directly to the host institution.
(4) A copy of the visiting team report is sent to the institution to be checked for accuracy. The institution filed a rejoinder or submits a letter of acceptance.
(5) An Audit Committee or the council reviews the reports submitted by the institution and by the team and makes a recommendation to the council.
(6) The council as a whole takes action on each application for accreditation based on the recommendation of the Audit Committee. Evidence to support each recommendation is available to the council for study or review prior to the council meeting.
(7) The director informs the administrative officer of the institution concerned of the action taken by the council. This constitutes the official report of the council to the institution. Such action is taken

only at regular meetings of the council, usually three times a year.

(8) An institution has two options: (a) to accept the decision; or (b) to request an appeal within fifteen days when it is felt that due process had been violated.

FEE SCHEDULE:

A. Basic yearly fee (one program): $300

B. Additional fees: Surcharges for additional programs to be assessed on the basic fee according to the following matrix:

	BA	MA	Spec	Dr
For the 1st program at this degree level		25%	15%	15%
Elementary Teachers	1%	1%	1%	1%
Secondary Teachers	1%	1%	1%	1%
Special Education	1%	1%	1%	1%
K-12 Teacher	1%	1%	1%	1%
Reading		1%	1%	1%
Elementary Principals		1%	1%	1%
Secondary Principals		1%	1%	1%
Supr/Curriculum		1%	1%	1%
Counselor		1%	1%	1%
Psychologist		1%	1%	1%
Superintendent			1%	1%

C. Phase in: During a period of phase in, institutions, in addition to the yearly fee, would pay a percentage of the current one-time fee:

1978-79 fee	1 category	$1100
	2 categories	1650
	3 categories	2200
1979-80 visits	50% of full fee	
1980-81 visits	40% of full fee	
1981-82 visits	30% of full fee	
1982-83 visits	20% of full fee	
1983-84 visits	10% of full fee	
1984-85	Annual fee only	

D. Additional:

(1) Branch campuses pay at the rate of 50% of all fees.

(2) Initiation fee to be continued at $500.

(3) Sustaining fees shall be as follows:

(a) If the institution is accredited for 1 program--$250

(b) If the institution is accredited for 2 programs--$300

(c) Accreditation for 3 program categories--$350

(4) The yearly fee is assessed beginning with the 1979-80 academic year.

NATIONAL LEAGUE FOR NURSING

10 COLUMBUS CIRCLE
NEW YORK, NEW YORK 10019
TELEPHONE: 212-582-1022

Executive Director
Margaret Walsh, CAE

President
Elsa L. Brown, Ph.D., Dean, School of Allied Health,
Medical College of Ohio, Toledo, Ohio

Director, Division of Accreditation Services
Virginia O. Allen, Ed.D.

The National League for Nursing was established in 1952 through the merger of several national nursing organizations with the National League of Nursing Education.

POSTSECONDARY ACCREDITING BODIES:

BOARD OF REVIEW FOR BACCALAUREATE AND HIGHER DEGREE PROGRAMS
Secretary
Sister Mary McCarthy, Ed.D.
BOARD OF REVIEW FOR ASSOCIATE DEGREE PROGRAMS
Secretary
Edith Rubino
BOARD OF REVIEW FOR DIPLOMA PROGRAMS
Secretary
Marilyn Burkart
BOARD OF REVIEW FOR PRACTICAL NURSING PROGRAMS
Secretary
M. Patricia O'Connell

SCOPE OF ACCREDITATION: Accredits programs in nursing from the diploma through the graduate levels, and practical nursing programs; geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS: Baccalaureate and master's degree programs--492; associate degree programs--408; diploma programs--280; practical nursing programs--123.

MEMBERSHIP: Each board of review is comprised of ten members, nine peers from the same council and within the same discipline and one peer from outside the discipline. Board of review members and alternates are elected by peers to serve a three-year term. The peer members of each board hold adminstrative or teaching positions in NLN-accredited programs, come from various sections of the country, represent educational units of varying size as well as units in public and private educational institutions, and represent constituents of the council as to types of programs. An NLN staff member serves (without vote) as secretary to each particular board.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A program in nursing education is eligible for evaluation for NLN accreditation when the following conditions exist:

(1) The institution offering the program is legally authorized to grant the credential (degree, diploma, or certificate) to which the program leads.

(2) The institution offering the program and granting the credential is accredited by the appropriate regional agency.

(a) If the program is controlled by a college, university, or technical institution which is part of the system of higher education and grants a diploma or certificate, an associate, baccalaureate, or higher degree in nursing, the institution is accredited by the appropriate commission of the regional accrediting association.

(b) If the program is controlled by a hospital and grants a diploma, the hospital is approved by the Joint Commission on Accreditation of Hospitals.

(c) If the program is controlled by a vocational school and grants a certificate, the school is approved by the appropriate state agency for vocational education.

(3) The program is currently approved without qualification by the state board of nursing. This policy is not applicable to those programs in nursing over which the state board of nursing has not jurisdiction (i.e., master's degree programs or programs admitting previously licensed registered nurses).

(4) The program has at least one class of students nearing completion of the program.

(5) The program can supply evidence regarding the degree to which the appropriate criteria are met.

ACCREDITATION STANDARDS AND GUIDELINES: "Criteria for the Appraisal of Baccalaureate and Higher Degree Programs in Nursing", 1977.
"Criteria for the Evaluation of Association Degree Programs in Nursing", 1982.
"Criteria for the Evaluation of Diploma Programs in Nursing", 1982.
"Criteria for the Evaluation of Educational Programs in Practical Nursing", 1981.

ACCREDITATION CLASSIFICATIONS: Initial Accreditation: First accreditation granted to programs which meet NLN criteria.
Continuing Accreditation: Granted to programs which meet NLN criteria. Maximum term is eight years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Deferment: A board defers action on a program being considered for initial accreditation when there is evidence that there are weaknesses (in relation to the criteria) that are of sufficient import to counterbalance the existing strengths but that may be minimized or eliminated in a short period of time. When this action is taken, the Board of Review identifies the criteria that have not been met and makes recommendations to assist the unit to meet them within a maximum of two years.
Denial: A Board denies initial accreditation when a program does not present evidence that the established criteria are being met. The program may reinitiate the accreditation process at any time, according to established procedures. A Board denies continuing accreditation when a program that has been placed on two

consecutive warnings does not present sufficient evidence that the established criteria are being met. The program may reinitiate application for the accreditation process at any time, according to established procedures.
Warning: A Board places an accredited program on warning (1) when the program has made limited progress in regard to improvement or the resolution of weaknesses since the last appraisal or the submission of a progress report or (2) when the program has lost some of its strengths since the last appraisal and is therefore failing to meet many of the established criteria. No more than two consecutive warnings can be granted.

THE ACCREDITING PROCESS:

(1) When the faculty of a unit in nursing anticipates applying for NLN accreditation, it requests information concerning the process and requirements from the NLN divisional staff.

(2) Planning for continuing accreditation of a program may be initiated in one of two ways: (a) NLN divisional staff notifies the program that a revisit is pending; or (b) the nurse administrator of the program(s) communicates with NLN to request an earlier visit or a delayed visit.

(3) The institution or educational unit in nursing may request a coordinated visit with other agencies legally and officially recognized as accrediting bodies. NLN will schedule its visit in conjunction with the other agency whenever possible.

(4) A self-study report is required of every program applying for initial or continuing accreditation.

(5) An on-site evaluation team visit follows the submission of the self-study report. The visiting team is made upon of two or more members, according to the complexity of the setting and/or the diversity of educational programs to be visited. Members of the visiting teams are chosen on the basis of their experience and competence in the particular type or types of nursing programs being visited. The visitors are faculty members from NLN accredited programs, usually in the region by never in the state in which the unit is located. If a unit in nursing wishes to have an additional person (such a a generalist) serve on the team, the arrangement is made with the understanding that the institution is fully responsible for this person's expenses in participating in the visit. The duration of the visit is usually three days.

(6) The report of the visiting team is sent to NLN. The report includes the visitors' statements of the major strengths and areas of concern of the program in relation to the accreditation criteria.

(7) Opportunity is afforded to both the chief administrative officer of the institution and the administrator of the unit in nursing for review and correction of any errors in facutal data in the visitors' report. When the corrections are returned to NLN, such corrections and comments are appended to the visitors' report. Copies of the report are sent to both the chief administrative officer of the institution and the administrator of the unit in nursing.

(8) The Board of Review decides the accreditation status of the program based upon an appraisal of the program in accordance with stated criteria.

(9) The secretary to the board transmits official notice of the Board's action and recommendations to the chief administrator of the parent organization, with a copy of the letter and recommendations to the administrator of the education unit in nursing.

(10) An explanatory conference relating to any action of a board of Review may be arranged with NLN staff. Division staff can only explain and interpret the decision and recommendations of the board.

(11) A program in nursing for which initial or continuing accreditation has been deferred or denied may appeal the decision. An appeal panel is comprised of three members, two peers from the same council and within the same discipline and one general educator. Appeal panel members and alternates are elected by peers to serve a three-year term. The decision of the appeal panel is final.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: When an educational unit in nursing with an accredited program plans to (1) institute a change in the control of the program, (2) institute a change in objectives that would affect the position for which the graduate will be prepared, (3) markedly reorganize the program and its courses, or (4) institute extensions, expansions, consortia, or other cooperative institutional systems, the educational unit shall submit to the Board of Review an outline of the major aspects of the planned change(s) and the date set for the implementation of the change(s).

If the state-approved status of NLN accredited program is changed or removed, the administrator of the program shall immediately transmit this information to the Board of Review, together with the reasons given for the decision and the plans made by the program to become fully reinstated.

If an institution that offers an NLN accredited program loses its accreditation by an appropriate regional accrediting agency or the Joint Commission on Accreditation of Hospitals, the administrator of the program shall immediately submit to the Board of Review a report explaining the reasons for the decision, the effect of the decision on the program in nursing, and the plans made by the institution to become fully reinstated.

FEES AND DUES: Annual dues range from $425 to $1375 per institution, based on the number of accredited programs. An evaluation fee for non-NLN agency members who request an accreditation visit is $4500.

SOCIETY OF AMERICAN FORESTERS

5400 GROSVENOR LANE
BETHESDA, MARYLAND 20814
TELEPHONE: 301-897-8720

Executive Vice President
John C. Barber
President
Thomas B. Borden, State Forester
Colorado State Forest Service
Fort Collins, Colorado 80523

The Society of American Foresters was established in 1900.

POSTSECONDARY ACCREDITING BODY:

SOCIETY OF AMERICAN FORESTERS COUNCIL/COMMITTEE ON ACCREDITATION

Staff Contact
Ronald R. Christensen
Director, Professional Programs

RECOGNITION STATUS: Member of Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Forestry programs which culminate in a first professional degree (baccalaureate or higher); geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS:
44 Accredited
7 candidate

MEMBERSHIP: The Society of American Foresters (SAF), with over 21,000 members, is the national organization representing all segments of the profession in the United States including public and private practitioners, researchers, administrators, educators, technicians, and students. The Society's governing body, the Council, upon recommendation of the SAF Committee on Accreditation, has responsibility for all final accreditation actions. The SAF Council is a fourteen member elected body consisting of a nationally elected president, vice president, and immediate past president and eleven regionally elected members. Council members serve for three years.

The Committee on Accreditation is a standing committee of the Society. It is charged with the actual review of programs and with making recommendations on accreditation matters to the SAF Council. Its members (8 SAF members, 1 public representative) are appointed annually by the president with at least one-third reappointed each year.

A second standing committee, the Committee on Educational Policies (8 SAF members, 1 public representative), is charged with the periodic review and revision of the standards and procedures for accreditation.

Staff administration of the SAF accreditation program is the responsibility of the SAF Director of Professional Programs.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Membership in the Society is automatic for graduates of accredited programs. Special requirements apply to graduates of non-accredited programs.

ACCREDITATION AND LICENSURE: Thirteen states (Alabama, Arkansas, California, Georgia, Maine, Maryland, Michigan, Mississippi, New Hampshire, North Carolina, Oklahoma, South Carolina, West Virginia) currently have registration and/or licensing laws affecting foresters. In some states graduation from an accredited program is a requirement. In others it may be an advantage. Individual state laws should be consulted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A program applying for accreditation must offer at least one curriculum relating to forest resources management which culminates in a first professional degree (bachelor or higher). It must have offered the curriculum for a minumum of five years and its parent institution must be accredited by its regional accrediting association.

ACCREDITATION STANDARDS AND GUIDELINES: Standards and Procedures for Accrediting Institutions for the Teaching of Professional Forestry, effective July 1, 1976.

ACCREDITATION CLASSIFICATIONS: Accredited Status: Applies, upon request and review, to programs and those curricula meeting the minimum standards for accreditation. Maximum term is ten years.
Candidate Status: Applies, upon request, to those programs meeting the minimum curricula standards which have offered a program for at least three years and have graduated classes for at least two years. The program must certify that it intends to seek accredited status within five years. Maximum term is five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation may be denied or withdrawn for failure to comply with the standards or procedures for accreditation. Such adverse decisions are appealable.

THE ACCREDITING PROCESS:

(1) The institution's chief administrative officer and program head write the SAF Director of Professional Programs indicating that, having studied the current standards and procedures, the program desires an accreditation examination and is ready to prepare a self-evaluation report.
(2) The self-evaluation report, prepared according to a recommended format, is submitted to the Committee on Accreditation and the visiting team.
(3) In consultation with the program, a three-person visiting team is selected to conduct an on-site visit. The chairman of the team must be a forestry school administrator. At least one member of the team must be a practicing forester. The team must also have one member from the Committee on Accreditation. A generalist from a regional association may be invited. The usual duration of the visit is three days.
(4) Before leaving the institution under review, the visiting team discusses its preliminary findings of the program strengths and weaknesses with the program head and chief administrative officer. The team chairman furnishes a written report to the Committee on Accreditation and the institution within thirty days. The chief administrative officer is requested to comment on the report's factual accuracy.
(5) The Committee on Accreditation meets annually, each fall, on accredita-

tion matters occurring the previous academic year. Based on reviews of the self-evaluations, visiting team reports, institutional comments, and other documentation the Committee recommends actions to the SAF Council. The program heads and visiting team chairman are asked to be present and consult with the Committee prior to the recommendations being formulated.

(6) The Council meets shortly after the Committee and based upon the Committee's recommendations votes to accredit, withhold, continue, or withdraw accreditation; sets the effective dates if accreditation is approved; and determines any further action needed. The Council may establish a shorter than maximum interval for re-examination and/or require progress reports to monitor items of concern.

(7) Immediately following the Council action the program head is notified orally and the institution's chief administrative officer by mailgram. Details of the decision are conveyed in a formal, follow-up letter. Public notice is given in the next available Journal of Forestry.

(8) In case accreditation is denied or withdrawn the institution may appeal the decision within thirty days by writing to the SAF president and requesting a hearing. It then has fifteen days to file a written statement on the grounds for its request.

FEES: A portion of the financial resources for accreditation activities is obtained from each program as an accreditation fee of $500. This fee generally covers only the traveling expenses of the visiting team for the on-site review. When an on-site visit is limited to assessing progress since the last visit, only the direct expenses of the visitor(s) are billed.